DOCUMENT RESUME

ED 191 481 IR 008 737

TITLE Texas State Library Long Range Plan, 1981-1985. Updates.
INSTITUTION Texas State Library, Austin.
PUB DATE 1 Dec 79
NOTE 232p.: For related documents, see IR 008 735-737.

EDRS PRICE MF01/PC10 Plus Postage.
DESCRIPTORS Evaluation Methods: Federal Programs: Information Needs: *Library Administration: Library Cooperation: *Long Range Planning: *Program Descriptions: *Public Libraries: Questionnaires: *State Programs
IDENTIFIERS *Library Services and Construction Act

ABSTRACT

Public access needs for libraries of all types are assessed and plans of action to meet these needs are presented in this update of the Texas State Library's five year plan. Objectives for the next five years center around development of library services for the general public, the disadvantaged, the handicapped, and for institutions. In addition, plans of action are presented for increased video and film resources and for expanded library cooperation networks. Guides for evaluation and statistical reporting are provided, including questionnaires and forms for collecting materials, budget, and use data. These five areas are briefly discussed: (1) dissemination of information regarding the Library Services and Construction Act (LSCA): (2) coordination of LSCA programs with schools: (3) allocation policies and procedures for Title 1 (library development): (4) program criteria for Title 2 (library construction): and (5) demonstrations of Title 3 (interlibrary cooperation) programs. (SW)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

ED191481

LIBRARY SERVICES AND CONSTRUCTION ACT

L O N G R A N G E P L A N

1981 - 1985

U P D A T E S

TEXAS STATE LIBRARY

PLANNING AND MANAGEMENT DEPARTMENT

Completely Revised

December 1, 1979

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Katherine I. Thaler

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

IR008737

TABLE OF CONTENTS

CHAPTER 1: Purpose of the Plan. . . . . Page 1-1

CHAPTER 2: Library Needs and Plans of Action. . . . . Page 2-1

CHAPTER 3: Evaluation and Criteria. . . . . Page 3-1

CHAPTER 4: Dissemination of LSCA Information. . . . . Page 4-1

CHAPTER 5: Coordination of LSCA Programs with Institutions of Higher Education and Public Schools . . . . . Page 5-1

CHAPTER 6: Policies and Procedures: Allocation of Title I Funds. . . . . Page 6-1

CHAPTER 7: Title II--Construction Program Criteria . . . . . Page 7-1

CHAPTER 8: Title III--Demonstrations of Interlibrary Cooperation . . . . . Page 8-1

CHAPTER 1

PURPOSE OF THE PLAN

This program expresses a library philosophy that rests on the following principles:

1. That government--city, county, state, and federal--is responsible for the educational, economic, and cultural development of the society it serves.
2. That libraries are vital agents in the educational, economic, and cultural development of cities, counties, states, and nations, and, therefore, that library development is a responsibility shared by all levels of government.
3. That since every citizen and every community should have equal opportunity to develop educationally, economically, and culturally, they should have equal access to the information materials they need to achieve that development.

During the 1960's much of the attention of librarians in the state was devoted to developing and working for the passage of the Texas Library Systems Act that was enacted in 1969. This enabling legislation gives libraries the right to develop and implement cooperative programs by contract. Successive legislatures may appropriate funds for implementation of specified activities under the legislation. The Act and its accompanying rules and regulations establish criteria for membership that in effect define "library" in a way not spelled out in the legislation.

This state legislation and the federal Library Services and Construction Act that was passed in 1965 and extended in 1970 and 1977 have led librarians to think in terms of statewide resources and services. Provisions of the 1970 federal LSCA guidelines that call for long-range planning have demanded that librarians engage themselves in the serious business of looking ahead to the potential offered by programs under local, state, and federal funds and legislation.

Funding of demonstration grants to library systems under LSCA during fiscal year 1975 gave systems experience in implementing these programs. In addition to appropriating significant funding to the systems for the first time, the Legislature in 1975 budgeted some LSCA funds for system activities.

Most of the structures essential to make library service available to all Texans exist. Since improved service depends on building all components, much of the attention of this document is devoted to a discussion of these components, to ongoing programs to mesh services offered by them, and to proposals that will improve service.

This presentation is organized to show how the plan was developed; the physiographic, demographic, and political environment in which libraries function; the present development of libraries; the needs and approaches to satisfying these needs; and methods for evaluating the success of programs undertaken. In the

updating of this plan, long-range plans prepared by the systems, working in tandem with Advisory Councils elected by system member representatives, have been considered. Also considered were the new formal relationships now being developed between academic institutions and public libraries and between academic institutions and service areas of the Texas State Library other than the public library development area.

DEVELOPMENT OF THE PLAN

As a program that will ultimately involve many kinds of libraries, this document reflects input from four major sources: policies established by the Texas Library and Historical Commission (governing body for the Texas State Library), deliberations of councils and boards created under state and federal legislation and guidelines, recommendations endorsed by membership of professional organizations of librarians and information gathered by the staff of the Texas State Library.

The six members of the Texas Library and Historical Commission are appointed by the governor to serve as the policy-making authority for the Texas State Library.[1] As a result of legislation passed in 1965 after the enactment of the federal Library Services and Construction Act, the Commission was given the added responsibility for receiving and administering federal funds for public libraries in Texas.[2] The Commission also sets policy for establishment of systems under the Library Systems Act.[3]

The Advisory Board created under provisions of the Texas Library Systems Act passed in 1969 is composed of five librarians who are selected on the basis of training, experience, and interest to advise the Library and Historical Commission on establishment of library systems. Appointed by the Commission, members represent public, school, and academic libraries.[4] Since adoption of the Rules and Regulations for the First Biennium of the Library Systems Act in 1970, members of the board have continued to serve as advisors to the systems that have been organized. Since the Rules and Regulations are subject to revision, members of this board carry on a continued study of possible future change of criteria for membership. In keeping with the law, rule changes are made only by the Library and Historical Commission after an open hearing.

The State Advisory Council on Libraries is required by federal rule to advise the state agency responsible for administering federal Library Services and Construction Act funds. The eleven members appointed by the Commission represent public, school, academic, special, and institutional libraries; libraries serving the handicapped, and persons using such libraries, including the disadvantaged persons.

The 3,000 members of the Texas Library Association include not only librarians from all kinds of libraries and students and faculty from the state's library schools but also library trustees, members of Friends of Libraries, and interested citizens. Beginning with the revitalization of the Library Development Committee and its publication of a "Skeletal Plan for State-Wide Library Development" in 1963,[5] the Association adopted "Standards for Texas Public Libraries"[6] and in the following year adopted "Guidelines for Measuring Progress."[7] Adopted in September, 1972, was a new document also entitled "Standards for Texas Public Libraries."[8]

Because the above represent a large number of individuals, an ongoing approach that involved meetings, questionnaires, and analysis of reports is used to gather information for planning efforts on a statewide basis. The following are examples of each of these areas of information input:

A. Organized Meetings

1. Meetings of the Library Systems Act Advisory Board
2. Meetings of the Directors of Major Resource Centers
3. Meetings of Interlibrary Loan Librarians of Major Resource Centers
4. Lay representatives of system members in each Regional System annual meeting
5. Meetings of the Coordinators and other staff of the ten Major Resource Systems
6. Texas Information Exchange (TIE) (Academic libraries which interface with Texas State Library Communications Network)
7. Annual Conference and Annual Assembly of the Texas Library Association
8. AMIGOS Bibliographic Council meetings
9. Public Hearing, March 1, 1977, on Rules and Regulations for the State Library System
10. Texas Board of Library Examiners
11. Library Services and Construction Act Advisory Council meetings
12. Advisory Committee for Planning the Texas Conference on Library and Information Services meetings; Program Task Force, Rules Subcommittee, Issues Subcommittee, Program Design Subcommittee; Delegate Selection Task Force; Publicity Task Force
13. Meetings on the Library Continuing Education Task Force, resulting in a Continuing Education Plan
14. Meetings on the Solar Energy Project, resulting in a plan for sharing of energy information

B. Surveys

1. Texas Public Library Statistics Survey, including sections on user fees and facilities for the handicapped
2. Texas Academic Library Statistics Survey
3. Texas Special Libraries Survey
4. Survey of Libraries in State Institutions
5. Network Questionnaire distributed to Texas Special Libraries and Libraries of Two-Year Colleges
6. Advisory Council Survey distributed to all Regional System Advisory Council members, Major Resource Center Directors, and System Coordinators

7. Video Survey
8. Urban Library Aid Survey distributed to Library Development Division staff
9. Continuing Education Survey
10. Survey on Library Service to Local Correctional Facilities

C. Materials Resulting from Ongoing Programs

1. Special program proposals submitted annually under Library Services and Construction Act by academic, public, and consortia of libraries
2. Analysis of annual statistical reports submitted to the Texas State Library by public libraries
3. Reports of Texas State Library Communications Network use
4. Plans for development submitted by ten regionally organized library systems
5. Developmental written and oral reports regularly prepared by staff of Library Development Division
6. Correspondence, telephone calls, visits to the Texas State Library by librarians, trustees, government officials

GOALS FOR LSCA PARTICIPATION

Through efforts of staff in Library Development Division and Division for the Blind and Physically Handicapped, tentative goals for LSCA participation have been developed. Review and discussion by components of the library community and other interested persons will continue during FY 1980, under the plan of action for administration of the State Plan (Section 11). In this document, needs analyses and plans of action are organized under appropriate goals. An outline of the goal structure follows:

PURPOSE: To Expand Public Access to the Resources of All Types of Libraries and to Increase Utilization of the Resources

1. To provide access to resources through a multitype library bibliographic network
2. To provide for interlibrary loan of all types of materials to and from all types of libraries without user fees
3. To encourage all libraries to open their collections for lending to all Texans, without user fees
4. To develop multitype library systems throughout the state and to participate in such a system in the Central Texas area (In particular, Texas State Library Information Services Division would function in a voluntary association of public, school, academic, and special libraries in the geographic region.)
5. To encourage multitype library coordination, particularly through the administration of LSCA Title III grants to facilitate significant cooperative ventures with potential for long-term impact

6. To encourage coordinated acuqisitions in all media among all types of libraries

7. To encourage acquisition, lending and utilization of new information media and data bases in all types of libraries

8. To explore timely and cost-effective delivery of information and library materials through such methods as van service, facsimile transmission, and satellite and cable communications

9. To aid public library system development

   9.1 To administer state and federal aid to public libraries in a manner than encourages sound administration, local initiative, responsible local funding, and intergovernmental cooperation, subregional, regional and statewide

   9.2 To increase public library resource utilization through funding collection development, including achievement of a balance among appropriate media and divergent viewpoints represented therein

   9.3 To encourage the upgrading of public library services through regional and subregional library systems, particularly when service delivery is more cost effective through systems than through individual libraries

10. To ensure access to the resources of public libraries for all Texans

   10.1 To administer grants for the purpose of establishing new public libraries in counties that have been totally or partially unserved

   10.2 To assist in upgrading physical facilities of public libraries through the administration of LSCA Title II funding

   10.3 To facilitate public library access for all citizens, with particular attention to special target groups; for example, aged, economically disadvantaged, limited English speakers, ethnic and racial minorities, and urban residents

   10.4 To encourage public library outreach services to residents of local institutions

   10.5 To assist state residential institutions in providing a full range of library services to residents

   10.6 To provide specialized lending and information services to the blind and physically handicapped

   10.7 To provide direct service through regional systems to residents of areas unserved by public libraries and to the homebound

   10.8 To promote within the state's libraries the maintenance of staff adequate in both numbers and professional capabilities to deliver service to Texans

Activities supportive to the basic purpose bear the numbers 11 through 11.10g
(See page 2 - 88.)

THE ENVIRONMENT OF TEXAS

The Physiographic and Demographic Setting

The diversity of physical features of Texas has long fascinated both geographers and laymen. While the economy was primarily agricultural, such factors as soil, climate, and topography determined the density of population and the location of urban places. Even early industrialization that resulted from the discovery of oil depended entirely upon the presence of a natural resource. In recent years the declining proportion of the labor force involved in agriculture has introduced new and complex factors into the relationship between geographic factors and population density.

As elsewhere in the United States, both the total number and the percentage of persons living in urban areas (all communities with populations of more than 2,500) and in places designated as Standard Metropolitan Statistical Areas have increased dramatically. Because of basic problems in delivering library service, this concentration is an important one in making decisions about library service.

The most notable characteristic of population distribution can be summarized in the following statement: most Texans live east of the 99th parallel. Only two counties located west of that line have populations of more than 100,000. However, Amarillo spreads into both Potter and Randall counties, and the city has a population of more than 100,000 persons.

The Political Setting

As governmental agencies, libraries exist in a political environment and depend on both enabling legislation and appropriation of funds from the various levels of government.

Texas law gives cities the right to use tax funds to establish and maintain public libraries with few restrictions imposed upon them. The body of law under which counties can establish libraries is restrictive, including provisions for the certification of librarians and a limit on the tax levy for library service. The fact that there are many more municipal than county libraries can probably be attributed only partially to this. Not only have Texas cities been more active than counties in developing such service-oriented programs, but also the difficulties in developing delivery systems for persons living in rural areas made some county governments hesitant to fund library service.

Several patterns have developed:

1. Library service is supported entirely by the city or cities within a county, and persons living outside urban areas supporting libraries have no library service.
2. Library service is considered an urban service, but the county government provides funds so that rural residents may use the library.
3. In several counties, the cities support libraries; and county government provides separate services for persons not living in these cities.
4. The county government may give funds to all municipal libraries in the county on the condition that rural residents may use the library.
5. Public library service may be considered a county function and be supported entirely by the county government.

Governance

The county library laws specify that the county commissioners serve as the library board with the county judge functioning as chairman. Although some small city libraries continue to have policy-making library boards, there is an increasing trend for large city libraries to be a department of city government with the director responsible to the city manager. The boards for these libraries function as advisory bodies.

With impetus from Federal programs that require regional planning, an intermediate level that neither makes laws nor appropriates funds has been established between local governments and state government. Programs under the Councils of Government fall under the eye of the Department of Community Affairs that was established by the Legislature in 1971 to supercede what had been a part of the Governor's Office. The division of the State into Major Resource System areas for library system organization generally follows the division used in organizing the regional councils of government.

At the State level, three agencies are responsible for administering sizeable library programs: the Texas State Library for public libraries the Texas Education Agency for public schools; and the Coordinating Board, Texas College and University System for public universities, colleges, and junior colleges. Agencies submit budgets to the Legislative Budget Board and the Governor about one year before the

beginning of the biennium in which they are to be spent. With the exception of some bonds that have been approved by Constitutional amendment in recent years, the Legislature appropriates money on a pay-as-you-go basis. In recent years these agencies have been designated by the Legislature to administer federal funds. Although only the governing board (appointed by the Governor for staggered terms in the case of the State Library and Coordinating Board and elected in the case of the Texas Education Agency) of the agency is responsible for decisions beyond line-item ones for expenditure of state funds, a comprehensive program for use of Federal funds is subject to review by the Governor's office.

THE TEXAS STATE LIBRARY

After passage of the federal Library Services and Construction Act in 1965, the Texas State Library was designated by the Texas Legislature as the agency to administer funds to be available under the new federal legislation. Since the establishment of the agency in 1909--in part a result of the efforts of the then recently-established Texas Library Association--the State Library had been charged with an interest in public library development. And the responsibility had been increased by duties spelled out under the county library laws passed in 1919. Subsequent to the 1965 action the Texas State Library was given responsibility for administering the Texas Library Systems Act passed in 1969.

At the present time four of the six divisions have specific responsibilities under statewide programs funded by the Library Services and Construction Act, and a fifth administers a program for libraries supported by State funds. In addition, two divisions administer programs of the Library of Congress. The Assistant State Librarian has responsibility for supervising federal programs and administers directly the funds for supplementing local building funds under Title II of LSCA.

Briefly outlined, the responsibilities of individual divisions are as follows:

The Administrative Services Division has fiscal responsibility for the entire operation of the State Library, including the Texas Library Systems Act and federal programs. Other support services offered by this division include computer services utilized by the Division for the Blind and Physically Handicapped and in the compilation of quarterly updates for the Texas Numeric Register.

As its name implies, the Archives Division is responsible for the historical records of Texas. The collections also include books, manuscripts, maps, photographs, and other materials. Under the Regional Historical Resources Depository program, this division is charged with statewide responsibilities for the preservation of local records of historical interest through a system of depositories.

The Division for the Blind and Physically Handicapped serves directly those persons who qualify to receive braille, large print, or recorded (on disks or tape) materials because of blindness or other physical handicap. In addition to the braille and recorded materials furnished by the Library of Congress because the State Library has been designated a Regional Depository, the division also purchases large print materials and supplementary materials in other media.

The division most concerned with statewide library development is the Library Development Division. Responsibilities include administering grants under the Texas Library Systems Act and the federal Library Services and Construction Act, carrying out a continuing education program and maintaining a library science collection, and operating the Texas State Library Communications Network.

The Information Services Division includes reference service, maintenance of both State and federal documents, a genealogical research facility, and technical services. The Reference Section serves as a resource for the Texas State Library Communications Network, a function that is being enhanced through greater cooperation with other State agency libraries. The Government Documents Department of this Division is responsible for State and federal publications and supplies materials directly to libraries as well as through the TSLCN. A subject index to State documents has been prepared, and a classification system has been adopted to be used for document entries in the Ohio College Library Center (OCLC) cataloging data base. The State Library serves as the Regional Depository for Texas Region II for the U.S. Superintendent of Documents program. The Technical Services Department handles acquisition, receipt, classification, cataloging, and other preparation as well as necessary binding and mending. Since the installation of a terminal from the Ohio College Library Center cataloging data base, the department's cataloging of Texana materials has been widely available for shared use.

Although the major functions of the Records Management Division--maintaining and making available the semiactive records of State agencies--have little to do with the statewide library development function of the agency, one activity currently underway is closely associated with it. The microfilming laboratory at the records center is being used to microfilm Texas county tax rolls. Filed annually with the Comptroller's office since the time of the Republic, these tax rolls are valuable resources for local history collections and will be available for sale at cost to libraries wishing to purchase them.

RESOURCES FOR SERVICE

Responsibility for encouraging cooperation among various kinds of libraries under federal Library Services and Construction Act programs and for administering the operation of systems of public libraries that contract with academic, school, and special libraries under the Texas Library Systems Act makes the State Library's relationship with libraries other than public a close one. Although librarians have long worked with their colleagues from other kinds of libraries in their professional associations, cooperation demands a deeper understanding of their colleagues' institutions.

Academic Libraries

Further indication of the growing ties between academic and public libraries is the organization of AMIGOS Bibliographic Council, a network of university, college, medical, public, and school libraries in Texas, Arkansas, Oklahoma, New Mexico, and Arizona. The cooperative organization aims at library economies and time-saving through sharing resources among members by use of advanced data processing and communication techniques. All public library system Major Resource Centers now have access to OCLC cataloging data base, and thus to the holdings of other types of libraries. Academic and special libraries are part of the Interlibrary Loan Network.

School Libraries

Many school libraries have moved so far--or hope to do so--in the direction of using media in addition to printed items that they are now called "media centers" and the division in the Texas Education Agency that provides statewide service to them is called the Division of Instructional Media. Providing materials, both printed and otherwise, to support changing demands of curricula, school libraries and media centers have undergone considerable change at a time when expansion of service was also rapid.

In addition to service offered at the local level, schools are served by 21 media centers located in Education Service Centers throughout the state. While some services are limited to school systems that contribute membership fees of up to one dollar per student to match state funds, other services are available to all schools in the area served.

Although the needs served by school libraries and media centers are different from those served by public libraries, there are opportunities for additional cooperation.

Special Libraries

The Texas Chapter of the Special Libraries Association is one of the stronger organizations of librarians in the state. In addition to librarians from business organizations, hospitals, law firms, and governmental agencies maintaining special collections for internal use, this group also includes librarians from special collections within academic and public libraries.

In cooperation with the Texas State Library, the SLA has in recent years published biennially a directory of special libraries in the state.

A number of agencies located in the Capitol Complex as well as in other parts of Austin have in recent years established libraries and employed librarians. Along with older libraries such as the Legislative Reference Library and the State Law Library, these have formed a new organization known as SALT, which stands for State Agency Librarians of Texas. The purpose of the new group is to improve service to users of these agency libraries by informing the librarians of resources available both through the Texas State Library and from other agency libraries.

Public Libraries

Most of the data gathered on public libraries in recent years has been quantitative. A major contribution of the State Library's field consultant program was working with librarians--particularly in the smaller units--to keep records in such a way that year-end statistics could be tabulated on a uniform basis. Those interested in individual libraries may consult the annual Texas Public Library Statistics published by the Texas State Library, although numbers are only a part of a library's "story."

A total of 385 public libraries submitted annual reports to the Texas State Library for 1978. These libraries serve 11,938,421 of the state's total population (1976) of 12,612,728. At the present time, 22 counties are without library service.

The Texas State Library collects data on public libraries annually and is constantly seeking improved ways of collecting, analyzing and distributing useful information relevant to library development and cooperation. Currently four publications are produced and distributed by the Texas State Library on a regular basis: Texas Public Library Statistics, Interim Report of Texas Public Library Statistics, Academic Library Statistics, and the Special Libraries Directory.

The characteristics of Texas' public libraries vary widely across the state. The majority of libraries serve small communities with 129 libraries falling into the lowest population served range (0-5,000 persons). These 129 libraries were only 5.29 percent of the total population served, attesting to the low population density in many regions of the state. In most cases these are marginal operations unable to meet the minimal system membership criteria.

On the other end of the spectrum, 27.45 percent of the entire population served of the state is served by libraries in the most urban classification (over 500,000 population served category).

The demands on library service range then from providing acceptable programs to sparsely populated, poor areas with accessibility problems to highly dense urban concentrations of varying socio-economic age and ethnic distributions.

Buildings

A building survey conducted in 1976 found 368 library buildings with a total of 4,088,226 square feet available.

In addition to the funds provided, there have been three other important aspects of the Title II program. First, in order to receive a Title II grant a library must also qualify for the Title I program. This means that increased support for materials and service parallels construction of a new building. Second, unless the librarian has an M.L.S. from an ALA-accredited school and building experience, a consultant must be employed. Third, a series of building institutes with nationally recognized consultants held between 1966 and 1969 were open to those applying for Title II grants as well as others, providing a general dissemination of information about the relationships between structure and service.

Education

The two statements of qualification for librarians in public libraries are the certification by the State Board of County Library Examiners in the county library laws and the definition of a professional librarian in rules and regulations for administering the Library Systems Act. The latter specifies that a "professional librarian" is one who has a master of library science degree from an American Library Association accredited school.

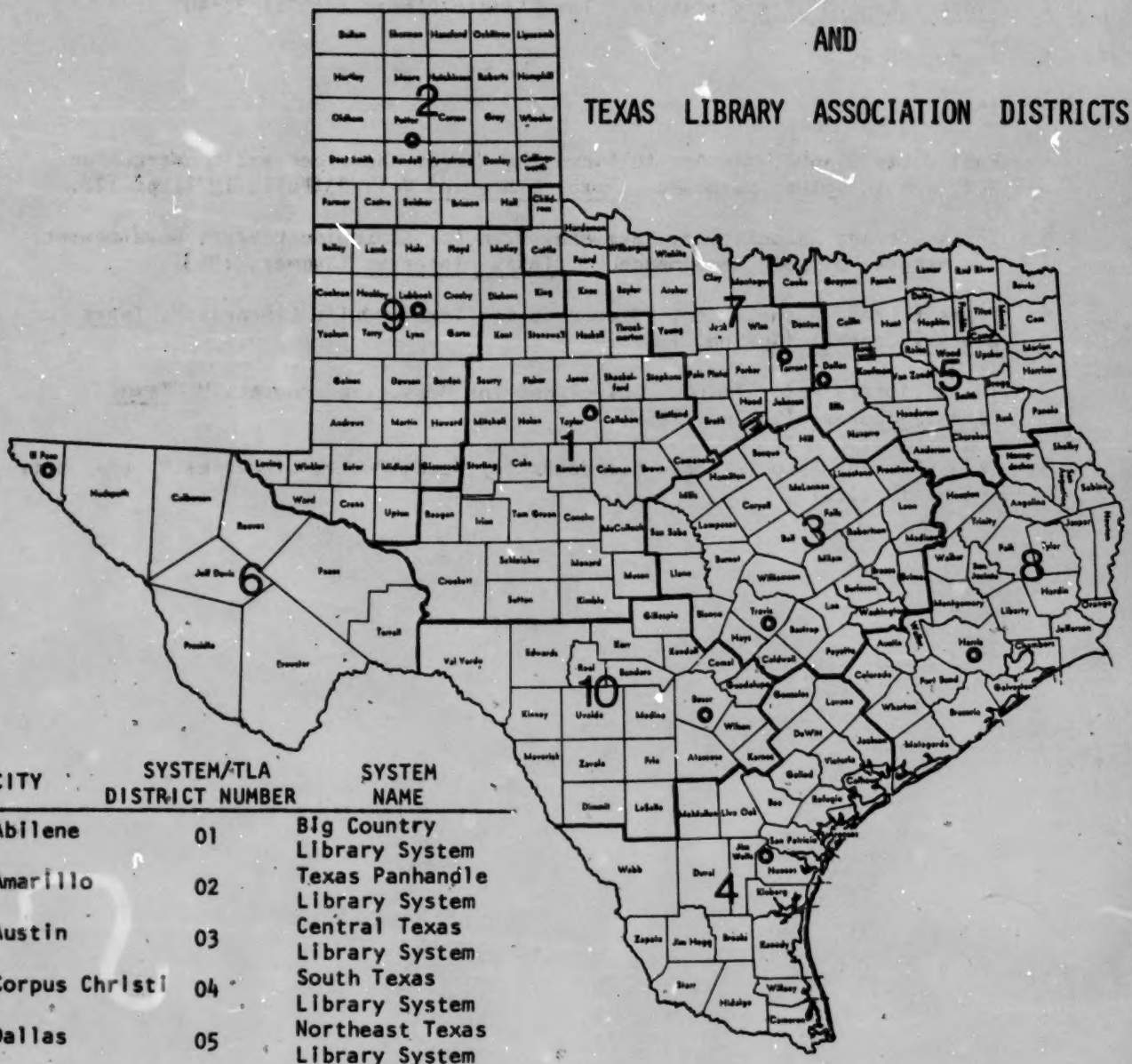
Three graduate schools of library science--those at the University of Texas at Austin, North Texas State University, and Texas Woman's University--are accredited. In addition, two non-accredited schools offer the M.L.S., and several offer undergraduate courses. All may be used to meet requirements for certification as a school librarian which is of considerable importance both for professionally trained librarians who need to keep their skills constantly updated and for persons without professional training.

In the reorganization of Field Services into the Department of Library Development in September 1973, a new position, Coordinator of Continuing Education, was established. This person, assisted by Outreach and Media Consultants, provides technical assistance and on-site library consultant visits on request throughout the state for public libraries, library boards, and governmental officials responsible for establishing and maintaining public library service. Continuing education activities such as workshops, training manuals, and supplemental materials for library staffs and their governing bodies are also being developed.

TEXAS REGIONAL LIBRARY SYSTEMS

AND

TEXAS LIBRARY ASSOCIATION DISTRICTS



CITY	SYSTEM/TLA DISTRICT NUMBER	SYSTEM NAME
Abilene	01	Big Country Library System
Amarillo	02	Texas Panhandle Library System
Austin	03	Central Texas Library System
Corpus Christi	04	South Texas Library System
Dallas	05	Northeast Texas Library System
El Paso	06	Texas Trans Pecos Library System
Fort Worth	07	North Texas Library System
Houston	08	Houston Area Library System
Lubbock	09	West Texas Library System
San Antonio	10	San Antonio Area Library System

REFERENCES

1. Library Laws of Texas (Austin: Texas State Library, 1972) 38-40.

2. Ibid., 58-65.

3. Ibid.

4. Public Law 91-600. An Act to Amend the Library Services and Construction Act, and for other purposes. Texas Libraries Vol. 33(Fall, 1971) p. 122.

5. Texas Library Association, "Skeletal Plan for Statewide Library Development and Program of Work Recommended". Texas Libraries (Summer, 1963).

6. Texas Library Association, "Standards for Texas Public Libraries", Texas Library Journal (Spring, 1964).

7. Texas Library Association, "Guidelines for Measuring Progress." Texas Library Journal (Spring, 1964).

8. Texas Library Association, "Standards for Texas Public Libraries." (Ms. only now available.)

CHAPTER 2

LIBRARY NEEDS AND PLANS OF ACTION

Within the tentative goal structure, areas of need are identified and plans for remedial action proposed. Need is determined by comparing adopted standards with the most recent data available on actual conditions. The standards may be administratively set or may be taken from recognized state or national documents. Reference is made to standards and other supporting material by numbers corresponding with the sources listed at the end of this chapter*

GOAL A: To expand public access to the resources of all types of libraries and to increase utilization of the resources

1. To provide access to resources through a multitype library bibliographic network

1.1 "The headquarters unit makes available the necessary supporting and bibliographic information, or access thereto, to locate facts and specialized resources in the area, states, and the nation." (9, Standard 3.iv., p. 18)

Measure: Number of MRC first time uses (FTU's), reclassifications, updates, and original input added to the OCLC data base annually

Need:

	Need Total Titles Owned	As of SFY 1979 Total Titles Cataloged in OCLC	Gap
Abilene	174,697	32,718	141,979
Amarillo	131,729	11,145	120,584
Austin	154,060	114,695	39,365
Corpus Christi	151,089	5,922	145,167
Dallas	NA	[99,784]	---
El Paso	178,312	62,841	115,471
Fort Worth	330,053	22,565	307,488
Houston	358,595	27,755	330,840
Lubbock	170,358	40,933	129,425
San Antonio	244,604	6,867	237,737
	1,893,497	325,441	1,568,056

*Standards for service will be administratively set when sufficient baseline operational data is available.

Plan of Action

OBJECTIVE: To increase the number of FTU's, reclassifications, updates, and original inputs added to the OCLC data base by 140,000 annually

5-Year Targets: Materials Cataloged in OCLC

FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
140,000	140,000	140,000	140,000	140,000

1.2 OBJECTIVE: To collect sufficient baseline data for standard-setting, since all ten major resource centers now have terminals and training.

2. To provide for interlibrary loan of all types of materials from and to all types of libraries, without user fees

2.1 Interlibrary loan statistics were collected on library annual reports in 1977 according to population groups.

Measure: Number of interlibrary loan requests filled annually by public libraries according to population groups

Need: Interlibrary loans received from other libraries needed to equal loans to U.S. public libraries at the 75th percentile in 1974 (2, p. 68)

Population Group	Number of Texas Libraries	U.S. 75th Percentile	TX ILL 1978	Gap
500,000 & up	3	6,957	6,165	792
100 - 499,999	23	78,614	35,169	43,445
50 - 99,999	14	12,586	10,335	2,251
25 - 49,999	33	23,760	15,625	8,135
10 - 24,999	85	49,130	18,493	30,637
Under 10,000	153	35,802	22,177	13,625
TOTALS	311	206,849	107,964	98,885

Plan of Action

OBJECTIVE: To increase interlibrary loan requests filled

5-Year Targets:

FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
137,276	152,972	168,217	183,521	196,000

3. To encourage all libraries to open their collections for lending to all Texans, without user fees

3.1 "The practice of providing service through nonresident fees should be eliminated." (1, Standard 6.1., p. 19)

Measure: Number and percent of libraries not charging non-residents for service.

Need:	Total Number of Libraries	Libraries Charging Fees - 1977	Gap
	37.4	67	67
	100%	17.91%	17.91%

3.2 "The state program for library service should utilize all existing resources and agencies." (Reference 1, Standard 12, p. 24).

Need: Current arrangements provide access for users of public, special, and academic libraries (both two and four-year) to the major research collections of the state. A further need is to provide such access to students in public schools through their school libraries.

Interlibrary loan services are not adequately available to students below the college level in Texas.

4. To develop multitype library systems throughout the state and to participate in such a system in the Central Texas area (In particular, Texas State Library Information Services Division would function in a voluntary association of public, school, academic, and special libraries in the geographic region.)

4.1 "The public library should have its own independent governing authority" as relates to public schools. (1, Standard 9, p. 21) This statement of principle conforms closely to Texas statutes regarding public schools and libraries.

4.2 "Public, school, and academic libraries should work together to provide coordinated service to students." (1, Standard 10, p. 21-22)

Need: Data are not available from which to conduct a needs analysis or to formulate a plan of action.

4.3 "A statewide program of services should be planned cooperatively to support systems. The state library agency should constantly study laws affecting library service, etc." (1, Standard 11.i., p. 23)

Need: The legal base for multitype library cooperation is weak in Texas. A detailed needs assessment and plan of action with regard to this problem is contained in A Study of the Texas State Library System, Public Administration Service, March, 1976.

4.4 "The state library agency should assume a leadership role in... plans for all types of libraries...." (1, Standard 11.ii., p.23) Insufficient data are available from which to conduct a needs analysis or to formulate a plan of action. However a preliminary report (May 1977) of a survey of Texas library leaders by Marie Shultz for her dissertation addresses this concern. Respondents ranked, in order of preference, agencies to coordinate state-level programs which would include all types of libraries. The Texas State Library was ranked second out of five, with first preference being "a commission similar to the National Commission on Libraries

and Information Science." Based on results of a ranking of "ideal roles" for the state library agency, respondents tended to see the Texas State Library as "predominantly interested in public libraries and those services specificially for them as their best effort." (4)

Current State Library efforts which involve all types of libraries include the following:

- interlibrary loan
- funding of Major Resource Center membership in a bibliographic network which includes academic and special as well as public libraries
- coordination of the follow-up on the Texas Conference on Library and Information Services
- sponsorship of continuing education workshops for all types of librarians
- publication and distribution of Texas Academic Library Statistics and the Texas Special Libraries Directory, as well as the Texas Public Library Statistics
- distribution of Library Developments newsletter to all types of libraries

Continuation of such activities constitutes the plan of action.

5. To encourage multitype library coordination, particularly through the administration of LSCA Title III grants to facilitate significant cooperative ventures with potential for long-term impact

5.1 "State library agencies should stimulate the exchange of materials no longer needed in individual libraries and in systems of libraries." (1, Standard II.viii., p. 24)

Need: Insufficient data are currently available to conduct a needs analysis or to formulate a plan of action. System newsletters are used to facilitate such exchanges on an ad hoc basis. No further action is planned at this time.

5.2 "To ensure the acquisition, organization, and availability of necessary book and nonbook resources, the state library agency should encourage the development of state resource centers and of subject specialization in library materials among all types of libraries." (1, Standard II.viii., p. 24)

Need: Insufficient data are currently available to conduct a needs analysis or to formulate a plan of action

6. To encourage coordinated acquisitions in all media among all types of libraries (See Section 9.2a and 9.2b on collection development in Systems; Section 9.2d, 9.2e, and 9.2f, video project; Section 9.2l and 9.2m, system films; Section 10.5, institutional acquisitions; and Sections 13 and 14, government documents depositories.)

7. To encourage acquisition, lending and utilization of new information media and data bases in all types of libraries (See Section 9.2d, 9.2e, 9.2f, video; and Section 9.2l and 9.2m, system films.)

8. To explore timely and cost-effective delivery of information and library materials through such methods as van service, facsimile transmission, satellite and cable communications, and automated circulation

Texas State Library is an affiliate member of Texas Telecommunications Satellite Demonstration. Currently, the primary role of the State Library in this consortium is to observe development of this medium.

In the past, the State Library funded under Title III a demonstration project dealing with tele-facsimile transmission.

8.1 To encourage the implementation of automated circulation systems in public libraries serving populations of at least 25,000

Measure: Percentage of total circulations which are accomplished through automated systems

Need: No data is currently available on automated circulation in Texas public libraries. Preliminary information will be collected in FY1980.

Plan of Action 25

OBJECTIVE: To increase the percentage of automated circulations by 10% yearly, up to 50%, for public libraries serving at least 25,000 persons

9. To aid public library system development

9.1 "State law should provide for the encouragement and establishment of library systems, whether by consolidation, federation, and/or contractual arrangements, and should provide adequate financial assistance for the support of such interlibrary cooperation." (1, Standard 5, iii., p. 19)

9.1a To administer state and federal aid to public libraries in a manner which encourages sound administration, local initiative, responsible local funding, and intergovernmental cooperation (subregional, regional, and statewide)

9.1b (1, "System Governance," Standard 8.iv., p. 21) The statement of principle contained in this citation is provided for in V.A.C.S. 5446a (5) and in Rule 1.21 of the Rules and Regulations for the State Library System, September 1, 1977 to August 31, 1979. (6)

9.1c (1, "Community Library Governance," Standards 6.ii. - 6.vi., pp. 19-20) The statements of principle contained in this citation are operational in so far as is possible in Rules and Regulations for the State Library System, September 1, 1977 to August 31, 1979, as set forth in Rule 2.2, 2.3, 2.4, 2.5, and 2.6.

9.1d "The community library should be under the general governmental control of capable and interested officials." (1, Standard 7, p. 20)

Measure: Number of libraries not legally established

Need:	Total Libraries Reporting 1978	Legally Established	Gap
	385	294*	91
	100%	76.36%	23.64%

(*System member libraries, since we have no information on non-members.)

Plan of Action

OBJECTIVE: To increase the number of legally established libraries

5-Year Targets: Number of Legally Established Libraries

FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
316	317	318	319	320

9.1e (1, "Functions Related to Governance," Standard 8.i. - 8.iii., p. 21) No data are available from which to conduct a needs analysis or to formulate a plan of action for the criteria contained in this citation.

9.1f

Measure: Number of counties appropriating public library funds

Need: Number of Texas Counties	Counties Appropriating Public Library Funds in 1978	Gap
254	190	64

Plan of Action

OBJECTIVE: To increase the number of Texas counties appropriating funds for Texas libraries through such means as incentive grants (for development of federated library systems) and per capita support criteria for membership in the Texas Library System

5-Year Targets: Counties Appropriating Public Library Funds

FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
197	198	199	200	201

9.1g

Measure: Total county library appropriations

Need:

Maximum County Library Appropriation*	1978 County Library Appropriation	Gap
$6,889,479,559	$8,451,658	$6,881,027,901
100%	.0012%	99.99%

*The maximum under Texas law is 12¢ per dollar of assessed county property tax valuation.

Plan of Action

OBJECTIVE: To increase county library appropriations to the maximum legal level

5-Year Targets: Projected County Library Appropriations

FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
$9,943,063	$10,623,585	$11,304,106	$11,984,628	$12,703,706

9.1h "The State Library should develop programs of grants-in-aid both as a stimulus to the attainment of quality public library service and as an equalization factor for communities least able to finance sound local programs, and should set standards for the allocation and distribution of such funds." (1, Standard 11.iv., p. 23)

Need: V.A.C.S. Article 5446a (5), and Rules and Regulations for the State Library System, September 1, 1977 to August 31, 1979 (6), set forth in Rules 3.1 - 3.6 provide the administrative procedures by which this need is addressed. However, there is no program of equalization grants currently operational nor grants-in-aid directly to local public libraries. Though a need exists, its priority is such that no plan of action exists to meet it.

9.1i

Measure: Number of federated library systems

Need: Federated Library Systems in 1979	Administratively Set Standard	Gap
6	15	9

Plan of Action

OBJECTIVE: To administer incentive grants for the development of federated county library systems

5-Year Targets: Federated Library Systems

FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
7	9	11	13	15

9.2 To increase public library resource utilization through funding collection development, including achievement of a balance among appropriate media and divergent viewpoints represented therein

9.2a (1, Standards 31-39, pp.36-45) The criteria contained in this citation are embodied in a series of quantitative measures defined in Standard 39 of the citation: "A library system must have resources covering the interests in the several communities it serves, in reasonable duplication to meet most requests immediately."

Measure: Number of volumes at four volumes per capita which was administratively chosen (includes MRC and all member libraries)

Need:

System Headquarters	Need Volumes Per Persons	Actual Volumes Per Person 1978	Gap
ABILENE	4	2.38	1.62
AMARILLO	4	2.25	1.75
AUSTIN	4	1.91	2.09
CORPUS CHRISTI	4	1.77	2.23
DALLAS	4	1.89	2.11
EL PASO	4	1.56	2.44
FORT WORTH	4	1.84	2.16
HOUSTON	4	1.65	2.35
LUBBOCK	4	1.74	2.26
SAN ANTONIO	4	1.42	2.39

Plan of Action

OBJECTIVE: To increase volumes in each system to meet four per capita

5-Year Targets:

System Headquarters	FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
Abilene	2.70 (968,705)	2.81 (1,006,280)	2.91 (1,043,840)	3.01 (1,081,410)	3.01 (1,081,410)
Amarillo	2.47 (778,287)	2.54 (801,623)	2.61 (824,960)	2.69 (848,297)	2.69 (848,297)
Austin	1.83 (1,540,119)	1.91 (1,606,845)	1.99 (1,673,571)	2.07 (1,740,298)	2.07 (1,740,298)
Corpus Christi	2.00 (1,747,261)	2.11 (1,812,931)	2.15 (1,878,607)	2.22 (1,944,273)	2.22 (1,944,273)
Dallas	2.19 (4,729,536)	2.29 (4,949,329)	2.40 (5,169,122)	2.50 (5,388,914)	2.50 (5,388,914)
El Paso	1.65 (638,259)	1.67 (646,692)	1.69 (655,126)	1.71 (663,559)	1.71 (663,559)
Fort Worth	2.04 (2,269,889)	2.13 (2,366,838)	2.22 (2,463,786)	2.30 (2,560,734)	2.30 (2,560,734)
Houston	1.93 (5,239,152)	1.88 (5,484,504)	2.05 (5,729,856)	2.14 (5,975,208)	2.14 (5,975,208)
Lubbock	1.93 (1,152,256)	1.99 (1,189,165)	2.05 (1,226,073)	2.11 (1,262,981)	2.11 (1,262,981)
San Antonio	1.65 (1,810,966)	1.72 (1,890,290)	1.80 (1,969,614)	1.87 (2,048,938)	1.87 (2,048,938)

*Volumes Per Capita

**Volumes

9.2b

Measure: Volumes added per capita.

Need:

SYSTEM HEADQUARTERS	NEED: STANDARD	1978	Gap
ABILENE	0.167 (54,519)	0.152	0.015
AMARILLO	0.167 (47,701)	0.135	0.032
AUSTIN	0.125 (188,312)	0.160	-0-
CORPUS CHRISTI	0.125 (104,206)	0.152	-0-
DALLAS	0.125 (323,999)	0.129	-0-
EL PASO	0.167 (31,304)	0.102	0.065
FORT WORTH	0.125 (141,064)	0.145	-0-
HOUSTON	0.125 (414,565)	0.164	-0-
LUBBOCK	0.125 (63,280)	0.103	0.022
SAN ANTONIO	0.125 (132,729)	0.109	0.016

From the above table, five regional systems are still below the recommended standards. Moreover, the standards are applicable to adequately developed regional collections which Texas has not achieved.

Plan of Action

OBJECTIVE: To increase volumes added in each system

5-Year Targets:

System Headquarters	FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
Abilene (0.167)*	.111 (39,674)	.106 (37,732)	.100 (35,791)	.094 (33,850)	.094 (33,850)
Amarillo (0.167)	.121 (38,281)	.119 (37,609)	.117 (36,937)	.115 (36,264)	.115 (36,264)
Austin (0.125)	.155 (130,027)	.152 (128,123)	.150 (126,219)	.148 (124,314)	.148 (124,314)
Corpus Christi (0.125)	.100 (87,102)	.097 (84,966)	.095 (82,829)	.092 (80,692)	.092 (80,692)

9.2b (cont.)

Dallas (0.125)	.179 (385,338)	.182 (392,533)	.185 (399,727)	.189 (406,922)	.189 (406,922)
El Paso (0.167)	.022 (8,487)	.010 (3,656)	(-1,176)	(-6,007)	(-6,007)
Fort Worth (0.125)	.144 (159,588)	.146 (162,236)	.148 (164,884)	.151 (167,531)	.151 (167,531)
Houston (0.125)	.171 (477,631)	.178 (496,787)	.185 (515,943)	.192 (535,098)	.192 (535,098)
Lubbock (0.125)	.099 (59,085)	.100 (59,708)	.101 (60,330)	.102 (60,953)	.102 (60,953)
San Antonio (0.125)	.138 (150,708)	.142 (155,629)	.147 (160,549)	.151 (165,470)	.151 (165,470

*Indicates standard for volumes added per person served.

**Volumes per capita

*** Total volumes

9.2c

Measure: Recordings per capita

Need: Only incomplete information is available on titles which are addressed by standards; therefore, the objective of the first year will be to collect the title information necessary while continuing current programs.

9.2d Since there are no widely accepted video standards, video standards have been extrapolated from 16mm film standards (7).

Measure: 2,500 video cassette titles.

Need:	Number of Titles	*Titles Available	Gap
	2,500	1,565	935

Population Range		*Titles Available Library	1976 Population Served	1977 Number of Video Titles
0 -	25,000	Burnet	15,354	3
		Denison	23,205	0
		Diboll	4,234	2
		Falfurrias	7,858	22
		Graham	7,678	0
		Raymondville	17,246	0
25,000-	50,000	Farmers Branch	33,956	0
		Kerrville	22,411	0
		Kingsville	33,636	0
		Marshall	45,836	0
		Plano	65,621	21
		Richardson	62,543	18
		Sherman	27,101	0
50,000-	150,000	Amarillo	145,513	0
		Brownsville	(69,922)	0
		Garland	118,723	9
		Grand Prairie	66,933	0
		Irving	105,133	26
		Mesquite	63,262	0
		Victoria	59,907	17
		Waco	158,177	1
		Hidalgo County	224,943	116
150,000-	299,999	Lubbock	200,207	0
300,000-	499,999	El Paso	391,049	0
500,000-	749,999			
750,000-	999,999	Dallas	834,737	287

9.2d (cont.)

Population Range	Library	Population Served	Number of Video Cassettes
1,000,000-2,499,999	Houston	1,455,046	67
	Texas State Library	—*	840
	Persons Served:	4,237,820	1,565

*Texas State Library has a collection of video cassettes (976 titles, 1,234 items) for use by the libraries listed above, which have purchased video equipment.

Plan of Action

OBJECTIVE: To meet extrapolated video standards statewide for number of titles (See 9.2e)

9.2e

Measure: 200 additional video titles per year

Need:	Administrative Standard for Titles Added	1979 Titles Added	Gap
	200	136	64

OBJECTIVE: To add 200 titles per year; to maintain the collection while exploring possible alternatives for housing and circulating the cassettes.

5-Year Targets: Titles added

FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
200	200	200	200	200

9.2f

Measure: Persons viewing video tapes

Need:	Administrative Standard for Viewers	1979 Viewers	Gap
	64,000	76,418	-0-

OBJECTIVE: To initiate circulation and to increase the video audience up to 64,000

5-Year Targets:

FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
64,000	64,000	64,000	64,000	75,000

9.2g

Measure: Pamphlet collections

Need: No quantitative measure is recommended and insufficient data exist to analyze needs.

9.2h

Measure: Periodical availability at one title per 250 persons served

Need: Insufficient data exist to analyze needs.

9.2i

Measure: Indexing services

Need: No quantitative measure is recommended and insufficient data exist to analyze needs.

9.2j

Measure: Government documents

Need: Insufficient data exist to analyze needs

9.2k

Measure: Other forms and devices (A-V)

Need: No quantitative measures are recommended and insufficient data exist to analyze needs.

9.2l Recommended size of the 16mm collection (7, p.16):

POPULATION	MINIMUM NUMBER OF 16mm TITLES	NUMBER OF 16mm TITLES TO BE ADDED EACH YEAR*
150,000- 299,999	300	30
300,000- 499,999	400	40
500,000- 749,999	600	50
750,000- 999,999	1,000	100
1,000,000-2,499,999	2,000	150
2,500,000-4,999,999	2,500	200
5,000,000 and over	3,000	200

*Administratively set criteria state that an adequate collection will meet accepted guidelines for the basic collection plus that for titles added plus one title per 10,000 persons.

Measure: Number of film titles in the collection and number added annually.

Need:

System Headquarters	Film Titles Recommended*	1979 Films**	Gap
ABILENE	400	504	0
AMARILLO	400	1,067	0
AUSTIN	2,000	134	1,866
CORPUS CHRISTI	2,000	1,480	520
DALLAS	2,500	3,687	0
EL PASO	400	926	0
FORT WORTH	2,000	1,132	868
HOUSTON	2,500	2,955	0
LUBBOCK	600	859	0
SAN ANTONIO	2,000	1,893	107

*Populations used in this computation represent the entire geographic area covered by each system.

**Counts include items rather than unique titles only.

OBJECTIVE: To achieve and maintain within each System basic audiovisual collection standards; to maintain the currency of the collection through adherence to titles added standards

5-Year Targets: Titles added

System Headquarters	FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
ABILENE	79	79	79	79	79
AMARILLO	73	73	73	73	73
AUSTIN	0	0	0	0	0
CORPUS CHRISTI	200	200	200	200	200
DALLAS	383	383	383	383	383
EL PASO	81	81	81	81	81
FORT WORTH	266	266	266	266	266
HOUSTON	487	487	487	487	487
LUBBOCK	110	110	110	110	110
SAN ANTONIO	270	270	270	270	270

9.2m

Need: In SFY 1979 the total number of film viewers was 4,105,742. Since there is no standard for audiences, a goal of increasing audiences 5% annually over the five-year period has been administratively chosen.

OBJECTIVE: To increase the number of film viewers statewide

5-Year Targets: Film viewers

FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
4,237,762	4,449,650	4,672,133	4,905,740	5,141,216

9.2n

Measure: Circulation of all materials in public libraries

Need: To equal circulation for U.S. public libraries at the 75th percentile in 1974 (2, p.67)

POPULATION GROUP	TEXAS ACTUAL 1978 CIRCULATION	75TH %ILE LIBGIS CIRCULATION	GAP
500,000 +	13,004,907	13,743,045	738,138
100,000 - 499,999	13,398,516	13,480,788	82,272
50,000 - 99,999	5,298,662	7,348,410	2,049,748
25,000 - 49,999	3,617,968	7,310,400	3,692,432
10,000 - 24,999	5,008,026	10,119,448	5,111,422
0 - 9,999	2,864,688	5,650,788	2,786,100
	41,122,950	57,652,879	14,460,112

Plan of Action

OBJECTIVE: To increase circulation for Texas public libraries to equal circulation at the 75th percentile among U.S. public libraries in 1974

5-Year Targets:

POPULATION GROUP	FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
500,000 +	17,729,728	18,969,880	20,210,033	21,450,185	21,450,185
100,000 - 499,999	17,719,614	18,907,203	20,094,793	21,282,382	21,282,382
50,000 - 99,999	7,329,864	7,789,500	8,249,135	8,708,771	8,708,771
25,000 - 49,999	5,601,354	5,733,650	5,865,947	5,998,243	5,998,243
10,000 - 24,999	7,360,676	7,896,386	8,432,096	8,967,806	8,967,806
0 - 9,999	4,948,206	5,322,116	5,696,027	6,069,937	6,069,937
	60,689,442	64,618,735	68,548,031	72,477,324	58,130,807

9.2o "Each community library should be capable of locating information in local resources and of referring inquiries to other libraries of the system when necessary. It should have a wide range of materials which furnish the information most frequently requested." (1, Standard 23, 1, p.31)

Measure: Number of reference questions answered annually in Texas public libraries

Need: Texas State Library collected reference statistics for the first time in 1977, and analysis is not yet complete. Quantitative administrative standards will be set for future plans as data become available.

Plan of Action

OBJECTIVE: To establish quantitative reference standards

9.3 To encourage the upgrading of public library services through regional and subregional library systems, particularly when service delivery is more cost effective through systems than through individual libraries

9.3a "Public library systems should have a clear legal basis for establishment, governmental organization, and financial support." (1, Standard 5, p.19)

Vernon's Annotated Civil Statutues, Article 5446a (61st Legislature-Regular Session) as Amended by Senate Bill 383 (65th Legislature-Regular Session, 1977) provide a legal base which meets this criterion. Periodic review is of course a continuing need carried out by the Texas State Library. In addition, Sunset Legislation passed in the 1977 Regular Session will require a formal review of the Texas State Library's responsibilities by the Texas Legislature.

9.3b "Every individual should have access to library service freely available in his local community." (1, Standard 1.1., p.16)

Measure: Number and percent of persons served by a public library

Need:

1970 Census State Population	Served by Public Libraries, FY 1979	Gap
11,196,730	10,583,686	613,044
100%	94.53%	5.47%

Plan of Action

OBJECTIVE: To increase the number of persons served by public libraries

5-Year Targets: Persons served by public libraries

FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
10,588,070	10,598,070	10,608,070	10,628,070	10,648,070

9.3c "Every individual should have convenient and planned access to the full range of modern library facilities provided by community, area, state, regional, and federal library agencies." (1, Standard 1.11., p.16)

Measure: Number and percent of persons served by the Texas Library System through direct services and system member services

Need:

1970 Census State Population	Population Served by Systems in FY 1979	Gap
11,196,730	10,195,136	1,001,594
100%	91.05%	8.95%

Plan of Action

OBJECTIVE: To increase the number of persons served by Texas Library System

5-Year Targets: Population served by Systems

FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
10,065,176	10,071,986	10,078,796	10,085,606	10,085,606
89.89%	89.96%	90.02%	90.08%	90.08%

9.3d "A community library should be easily accessible to every user, connecting him with the total resources of his area, state and nation." (1, Standard 2, p.16) See analysis under Section 9.3b, pp. 2-17 and 2-18.

9.3e "A community library should have sufficient resources to provide the most frequently requested materials from its own collection." (1, Standard 2.i., p.16) See needs analysis under Section 9.2, pp. 2-9 through p. 2-17.

9.3f "The community library should be easy to reach with a maximum travel time to the library of 15 minutes for urban areas and 30 minutes for rural areas." (1, Standard 2.ii., p.17) Data are unavailable to conduct a needs analysis or to formulate a plan of action.

9.3g "Headquarters units of library systems, open to every resident of a natural region, should make available the essential resources and personnel of modern library service." (1, Standard 3.i. - 3.iii., p.17)

9.3h "Member libraries in a library system should maintain reciprocal borrowers' privileges, enabling any person in the geographic area concerned to use materials in any library within the system, whether by direct access or interlibrary loan." (1, Standard 4.i., p.18)

Measure: Number of system members providing reciprocal borrowing privileges

System Members	FY 1979	Gap
268	NA	NA

Number of System Headquarters providing reciprocal borrowing privileges

Headquarters	FY 1979	Gap
10	3	7

Data are presently unavailable with which to formulate five-year objectives. A data collection effort is currently underway.

Need: Number of system headquarters providing interlibrary loan services to member libraries

Interlibrary Loan Headquarters	FY 1979	Gap
10	10	0

Under the current LSCA Annual Program this need is being provided for each year.

Plan of Action

OBJECTIVE: To continue provision of interlibrary loan to member libraries (See Section 2.1, p.2-2.)

9.31 "The headquarters unit makes available the necessary supporting and bibliographic information, or access thereto, to locate facts and specialized resources in the area, state, and the nation." (1, Standard 3.iv., p.18) (See also Section 1.1, pp. 2-1 and 2-2.)

Measure: Number of standard bibliographic tools or bibliographic systems available in headquarters libraries and State Library

Need: Access to 100 percent of bibliographic tools or data bases in Table I (p.2-21)

(28 Tools at 11 Locations)	FY 1979	Gap
308	263	45

TABLE I: BIBLIOGRAPHIC TOOLS

		TSL	ABI	AMA	AUS	CoC	DAL	ELP	FtW	HOU	LBK	SAN
1.	Library of Congress Catalog	X	X	X	X	0	X	X	X	X	X	X
2.	NUC Pre-56 Imprints	X	0	X	0	X	X	0	0	X	0	0
3.	U.S. Catalog. 4th ed. 1928	X	0	X	X	X	X	X	0	X	X	X
4.	Cumulative Book Index	X	X	X	X	X	X	X	X	X	X	X
5.	NUC (all except as noted)	Thru 77	X	Except 73-78	X	X	X	X	X	X	X	X
6.	Libros en venta	X	0	X	X	X	X	X	0	X	0	X
7.	Books in Print	X	X	X	X	X	X	X	X	X	X	X
8.	American Book Publishing Record, current subscription	X	X	X	X	X	X	X	0	X	X	X
9.	American and British Genealogy and Heraldry	X	X	X	0	X	X	X	0	X	0	X
10.	Paperback Books in Print	X	X	X	X	0	X	X	X	X	0	X
11.	Standard Periodical Directory	X	X	X	X	X	X	X	X	X	X	X
12.	Ulrich's Int'l Periodicals Directory, latest edition	X	X	X	X	X	X	X	X	X	X	X
13.	Irregular Serials and Annuals	X	X	X	X	X	X	X	X	X	X	X
14.	Union List of Serials, 3rd ed.	X	X	X	X	X	X	X	X	X	X	X
15.	New Serial Titles (Current sub.)	X	X	50-70 73-	X	50-70 71-75	X	X	61-65	X	X	X
16.	The Texas List (Current sub.)	X	X	X	X	X	X	X	X	X	X	X
17.	Ayers Directory of Newspapers	X	X	X	X	X	X	X	X	X	X	X
18.	American Newspapers, 1821-1936	X	X	0	0	X	X	X	X	X	0	0
19.	Newspapers on Microfilm	X	X	X	X	X	X	X	X	X	0	X
20.	Monthly Catalog, U.S. Government Publications	X	X	X	X	X	X	X	X	X	X	X
21.	Texas State Documents	X	X	X	X	X	X	X	X	X	X	X
22.	Theses on Texas History, 1907-1952	X	0	X	X	X	X	X	X	X	X	X
23.	Texas History Theses, 1893-1951	X	0	0	X	X	X	X	X	X	X	X
24.	OCLC	X	X	X	X	X	X	X	X	X	X	X
25.	On-line Data Base Services											
a.	The Information Bank	0	0	0	0	0	X	0	0	0	0	0
b.	Lockheed/Dialog	X	0	0	X	0	X	0	0	X	0	0
c.	SDC	X	0	0	X	0	X	0	0	X	0	0
d.	BRS	X	0	0	0	0	0	0	0	0	0	0

	TSL	ABI	AMA	AUS	CoC	DAL	ELP	FtW	HOU	LBS	SAN
26. Texas Numeric Register	X	X	X	X	X	X	X	X	X	X	X
27. Louisiana Numerical Register	X	X	X	X	X	X	X	X	X	X	X

Plan of Action

OBJECTIVE: To analyze regional information in order to formulate future plans for bibliographic tools and data bases

9.3j "The state agency should stimulate the development of the mechanics necessary for processing centers." (1, Standard 11.iii., p.24)

"Supportive services for the systems should be organized for the greatest economy and efficiency," (1, Standard 4.iii., p.18), and should include:

Measure: Number of regional library systems providing (1) centralized purchasing of materials, (2) supplies and (3) equipment, (4) centralized cataloging (or purchase of pre-processed cataloging) and (5) preparation of materials (or purchase of processing kits), (6) organized program of staff guidance, (7) orientation and (8) in-service training and (9) sharing of specialized personnel: professional, (10) subprofessional, (11) clerical, (12) centralized circulation systems, (13) centralized continuing education for system member libraries' staffs and boards, (14) centralized public information program for regional system and member libraries.

TABLE II: SUPPORTIVE SERVICES FROM SYSTEMS- FFY 1979

	ABI	AMA	AUS	COC	DAL	ELP	FTW	HOU	LBK	SAN	TSL
1. Centralized Purchase of Materials	X	X	X	X	X	X	X	X	X	X	X
2. Centralized Purchase of Supplies										X	
3. Centralized Purchase of A/V Equipment	X	X		X	X	X	X	X	X	X	
*4. Centralized Cataloging		X			X	X		X			
*5. Centralized Processing											
6. System Staff Guidance	X	X	X	X	X	X	X	X	X	X	X
7. System Staff Orientation	X	X	X	X	X	X	X	X	X	X	X
8. System Staff In-Service Training	X	X	X	X	X	X	X	X	X	X	X
9. Sharing of Professional Personnel											
10. Sharing of subprofessional Personnel											
11. Sharing of Clerical Personnel											
12. Centralized Circulation								X			
13. Centralized Continuing Education	X	X	X	X	X	X	X	X	X	X	X
14. Centralized Public Information	X	X	X	X	X	X	X	X	X	X	X

*Or equivalent

Need: Support Services (14 services in 10 Systems and TSL	Actual, 1979	Gap
154	81	73

Plan of Action

OBJECTIVE: To analyze regional information in order to formulate plans for centralized support services

9.3k "Regular and frequent exchange of materials among member libraries and the headquarters unit should be provided." (1, Standard 4.11., p.18)

Measure: Number of regional library systems providing exchange of materials through circuits, exchange, or loan programs

TABLE III: EXCHANGE PROGRAMS WITHIN SYSTEMS

FFY 1979

	ABI	AMA	AUS	COC	DAL	ELP	FTW	HOU	LBK	SAN	TSL
Films 16mm	X	X	X	X	X	X	X	X	X	X	X
Films 8mm	X			X			X			X	
Extension loan (print)	X	X	X		X			X	X		
Large print	X		X		X		X				X
Book leasing	X	X			X	X	X	X	X		
Video cassette tape circuit		X			X	X				X	X
Audio cassettes		X			X	X	X				
Art print circuit		X				X					
Video tapes									X	X	X
Filmstrips	X				X		X		X	X	
Records					X					X	
Multimedia kits					X					X	
Feature-length films				X			X	X			
Books-By-Mail	X	X	X	X	X	X	X	X	X	X	
Speakers' Bureau										X	
Exhibits					X						
Reciprocal loans	X	X			X						

Need:	Potential Programs	Actual, 1979	Gap
	187	74	109

Plan of Action

OBJECTIVE: To analyze regional information in order to formulate future plans for exchange programs

9.31

Measure: Number of direct circulations of all materials through systems

Need: See Section 9.3k, p.2-24.

Plan of Action

OBJECTIVE: To increase the number of direct circulations through systems from 237,946 (excluding reciprocal loans) in 1979

5-Year Targets: Direct system circulations

FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
300,455	300,455	300,455	300,455	300,455

STRENGTHENING METROPOLITAN PUBLIC LIBRARIES WHICH SERVE AS NATIONAL OR REGIONAL RESOURCE CENTERS

Ten of the state's largest public libraries have been designated as Major Resource Centers and serve as headquarters for the major resource systems. Since the Texas philosophy for systems development has been "building on existing strength," the MRC's are legally responsible for planning, developing, and evaluating system services, and their collections and staff provide the basis for expanding services throughout their assigned area. It is therefore essential that these ten largest public libraries be strengthened so that they are functionally able to support their regional system. Only two measures are available at present to assess the adequacy of these resource centers apart from the systems they serve.

9.3m Four volumes per capita (1, Standard 39, p.42)

Measure: MRC volumes per capita

Need: SYSTEM HEADQUARTERS	NEED	ACTUAL	GAP
ABILENE	4	2.15	1.85
AMARILLO	4	2.06	1.94
AUSTIN	4	1.98	2.02
CORPUS CHRISTI	4	1.52	2.48
DALLAS	4	2.18	1.82
EL PASO	4	1.23	2.72
FORT WORTH	4	1.70	2.30
HOUSTON	4	1.71	2.29
LUBBOCK	4	1.40	2.60
SAN ANTONIO	4	1.21	2.79

47

Plan of Action

OBJECTIVE: To increase MRC volumes to four per capita

5-Year Targets:

System Headquarters	FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
Abilene	2.57* (251,592)**	2.70 (263,849)	2.82 (276,105)	2.95 (288,362)	2.95 (288,362)
Amarillo	2.24 (293,913)	2.32 (304,492)	2.40 (315,071)	2.49 (325,651)	2.49 (325,651)
Austin	2.51 (740,986)	2.65 (783,635)	2,80 (826,285)	2.94 (868,934)	2.94 (868,934)
Corpus Christi	1.67 (340,646)	1.69 (345,261)	1.71 (349,876)	1.73 (354,491)	1.73 (354,491)
Dallas	2.64 (2,228,663)	2.75 (2,323,627)	2.86 (2,418,591)	2.98 (2,513,555)	2.98 (2,513,555)
El Paso	1.19 (382,797)	1.17 (378,442)	1.16 (374,087)	1.15 (369,733)	1.15 (369,733)
Ft Worth	1.88 (820,354	1.92 (839,190)	1.96 (858,025)	2.01 (876,860)	2.01 (876,860)
Houston	1.83 (2,260,367)	1.91 (2,355,225)	1.99 (2,450,083)	2.06 (2,544,941)	2.06 (2,544,941)
Lubbock	1.61 (289,250)	1.69 (302,821)	1.77 (316,393)	1.84 (329,964)	1.84 (329,964)
San Antonio	1.31 (1,086,001)	1.36 (1,123,852)	1.40 (1,161,704)	1.45 (1,199,555)	1.45 (1,199,555)

*Volumes per capita

**Volumes

9.3n "The headquarters unit makes available the necessary supporting and bibliographic information, or access thereto, to locate facts and specialized resources in the area, states, and the nation." (1, Standard 3.1v., p.18) (See Section 1.1, p.2-1 and p.2-2.)

10. To ensure access to the resources of public libraries for all Texans

10.1 To administer grants for the purpose of establishing new public libraries in counties which have been totally or partially unserved

10.1a

Measure: Unserved population

Need: No unserved population

1978 Unserved Population	Gap
613,044*	613,044

*Includes partially unserved and 22 totally unserved counties.

Plan of Action

OBJECTIVE: To decrease the number of unserved persons

5-Year Targets:

FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
618,660	608,660	588,660	578,660	578,660

10.1b

Measure: Unserved counties

Need: No unserved counties

1978 Unserved Counties	Gap
22	22

Plan of Action

OBJECTIVE: To grant funds for the establishment of one new library per year in an unserved county

5-Year Targets: Unserved counties

FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
17	16	15	14	13

10.2 To assist in upgrading physical facilities of public libraries through the administration of LSCA Title II funding

10.2a (1, "Physical Facilities," Standards 60-66, pp.56-64) Insufficient data are available to conduct a needs analysis or to formulate a plan of action for the standards contained in this citation. However, a needs analysis based on quantitative criteria from other sources has been conducted. See Tables III-VIII.

10,2b . Necessary space availability per library size

POPULATION SERVED	STANDARD
0 - 2,499	2,000 sq. ft.
2,500 - 4,999	2,500 sq. ft. or 0.7 sq. ft. per capita, whichever is greater
5,000 - 9,999	3,500 sq. ft. "
10,000 - 24,999	7,000 sq. ft. "
25,000 - 49,999	15,000 sq. ft. or 0.6 sq. ft. "
50,000 - 99,999	0.5 sq. ft. per capita
100,000 - 199,999	0.4 sq. ft. per capita
200,000 - 499,999	0.35 sq. ft. per capita
500,000 +	0.3 sq. ft. per capita

Measure: Square feet per capita

The following tables summarize data collected from a building survey which was a part of the 1976 Statistical Survey/LSA application process conducted by the State Library. Updated information for 1977 is currently undergoing analysis. The data are organized in such a manner as to provide information concerning the degree to which libraries conform to ALA standards on floor space and information concerning the replacement needs of library buildings currently in use in Texas. A short discussion of each table follows.

Table IV: Building Survey - 1976

Table IV summarizes the total square feet and the square feet per capita of Texas libraries organized by the population-served categories utilized in the ALA standards. This table provides only aggregate data drawn from the survey and does not provide comparisons to the standards.

Of a total of approximately 380 public libraries in the state, 368 libraries responded to this survey with usable data. These libraries serve 10,209,915 people (based on the 1970 Census) as compared to known population served in the state of 10,467,882. This represents a fairly complete reporting of the known libraries in the state and indicates that the data presented in the first three tables are sufficiently accurate and complete for most purposes.

Table V: Estimated Floor Space Required to Meet Standards

Table V presents relevant information from Table IV and provides comparisons to ALA standards. In all categories except 0 - 2,499 population served, the per capita standard was utilized to compute the required floor space. In the 0 - 2,499 category, 2,000 square feet per library was used as the standard. The column entitled "Difference" gives the aggregate difference in square feet between the existing floor space of libraries in each category and statewide and the floor space required to meet standards. This estimate of the variation from the standard is based on 1970 population data and shows that all categories except two (100,000 - 199,999 and 500,000 +) have a total floor space which is below standards.

Incorporated in Table V is an increase in the estimated floor space required to meet standards due to the population increase in the state since the 1970 census (see footnote 2, Table V). The population increase was distributed across the categories according to their percentage of the 1970 total state population. Based on this estimate of the 1976 population, the floor space required to meet standards was re-calculated (column entitled "Total Estimated Sq. Feet Needed") and the final column in the table presents the difference between the existing floor space and the estimated square feet which is required to meet standards. The data in this column indicate that the libraries in only one category (500,000 +) have an excess of floor space over that required according to the standard.

Table VI: Floor Space Adequacy of Texas Libraries

In Table VI, libraries were compared individually to the standards for their category rather than group totals being compared to standards estimated for all libraries in a group as was done in Table V. Totals for square feet above or below the standard and population served were kept separately for libraries above standards and those below. This allows consideration of inadequate libraries as a group and eliminates the effect of adding in the floor space of adequate libraries in excess of that required to meet standards. The standards used here were based on 1970 population and because of the methodology employed in developing this table, it was not considered appropriate to incorporate population changes.

Table VII: Building Survey - Year of Construction

In Table VII, individual library buildings were divided into groups according to the year in which they were constructed. The following items are presented in this table: the number of units built each year, the percentage of the total units built each year, the total square feet these units represent, and the percentage of the total existing square footage which was built each year.

It should be noted that some of the data presented in this table (and Table VIII) are not comparable to data contained in the first three tables for a couple of reasons. First, the individual units identified in this table are not comparable to those in Tables IV - VI because central (headquarters) libraries and their branches are being treated as separate facilities (e.g., a main library and four branches would constitute five units in Table VII, but would be considered one library in Tables IV through VI. Second, because the year of construction was not reported by all survey respondents, the total floor space represented in Table VII is less than that in Tables IV through VI.

Table VIII: Building Depreciation by Year of Construction

As mentioned above, the total square feet for which the year of construction was available is less than the total square feet which was reported in this survey. In order to provide a more complete estimate of the floor space by year of construction, the difference between the total square feet reported in Tables IV and V and the total in Table VII was distributed among the various years according to their percentage of the total existing square feet (last column Table VII). The new estimate of square feet constructed per year is carried under the column entitled "Estimated Sq. Feet" in Table VIII.

In order to develop some information concerning replacement needs for library buildings in the state, the estimated square feet is multiplied by an age depreciation rate to give the figure in the column entitled "Age Depreciated Sq. Feet." The age depreciation rate is based on a 50-year, straight line depreciation schedule which assumes that the usable life of a building is fifty years.

Cumulating the age depreciated floor space gives a total of 2,890,932 square feet which has not been depreciated. Subtracting this from the total survey floor space of 4,088,224 gives 1,197,292 square feet or 29 percent of the total existing floor space which has been depreciated using this method. On a statewide level, this figure represents an estimate of the total floor space which should be replaced due to the age of the buildings.

TABLE IV

BUILDING SURVEY - 1976

Pop. Served Group	# of Libraries or Systems*	Total Sq. Feet	Average Sq. Feet	Total Pop. Served	Sq. Feet Per Capita
0 - 2,499	71	99,818	1,406	105,858	0.94
2,500 - 4,999	63	153,102	2,430	227,102	0.67
5,000 - 9,999	77	326,635	4,242	565,806	0.58
10,000 - 24,999	90	595,605	6,618	1,435,070	0.42
25,000 - 49,999	33	471,596	14,291	1,134,324	0.42
50,000 - 99,999	20	594,893	29,745	1,447,785	0.41
100,000 - 199,999	6	336,186	56,031	782,843	0.43
200,000 - 499,999	5	413,241	82,648	1,603,464	0.26
500,000 +	3	1,097,150	365,717	2,907,663	0.38
Total State	368	4,088,226	11,109	10,209,915	0.40

* Includes all branches or members of consolidated systems as one unit.

TABLE V

ESTIMATED FLOOR SPACE REQUIRED TO MEET STANDARDS

Pop. Served Group	# of Libraries or Systems	Total Sq. Feet	Sq. Feet Needed to Meet Standard[1]	Difference	Additional Sq. Ft. Needed Due to Pop. Increase[2]	Total Estimated Sq. Feet Needed	Difference Between Actual and Standard
0 - 2,499	71	99,818	142,000	- 42,182	No Change	142,000	- 42,182
2,500 - 4,999	63	153,102	158,971	- 5,869	18,762	177,733	- 24,631
5,000 - 9,999	77	326,635	396,064	- 69,429	46,745	442,809	- 116,174
10,000 - 24,999	90	595,605	1,004,549	-408,944	118,560	1,123,109	- 527,504
25,000 - 49,999	33	471,596	680,594	-208,998	80,326	760,920	- 289,324
50,000 - 99,999	20	594,893	738,892	-143,999	85,436	824,328	- 229,435
100,000 - 199,999	6	336,186	313,137	+ 23,049	36,958	350,095	- 13,909
200,000 - 499,999	5	413,241	561,276	-148,035	66,232	627,508	- 214,267
500,000 +	3	1,097,150	872,299	+224,851	102,951	975,250	+ 121,900
State Total	368	4,088,226	4,867,782	-779,556	555,970	5,423,752	-1,335,526

[1] Based on 1970 Census.

[2] Based on provisional July 1976 estimate of total state population of 12,487,000 inhabitants, from Current Population Reports, Series P-25, #642.

2-36

TABLE VI

FLOOR SPACE ADEQUACY OF TEXAS LIBRARIES

Pop. Served Group	# of Libraries or Systems	# of Libraries Below Standard	% of Libraries Below Standard	Total Sq. Feet Below Standard	Total Pop. Served by Libraries Below Standard	% of Pop. Served by Libraries Below Standard	# of Libraries Adequate	Total Sq. Ft. Above Standard	Pop. Served by Adequate Libraries
0 - 2,499	71	52	73.24%	57,509	78,727	74.37%	19	15,327	27,131
2,500 - 4,999	63	43	68.25	59,077	156,841	69.06	20	39,090	70,261
5,000 - 9,999	77	60	77.92	160,314	450,682	79.65	17	90,855	115,124
10,000 - 24,999	90	76	84.44	460,921	1,215,256	84.68	14	51,977	219,814
25,000 - 49,999	33	30	90.91	265,845	998,846	88.06	3	56,846	135,478
50,000 - 99,999	20	16	80.00	242,693	1,165,149	80.48	4	113,694	282,636
100,000 - 199,999	6	3	50.00	38,929	371,784	47.49	3	61,977	411,059
200,000 - 499,999	5	5	100.00	147,975	1,603,464	100.00	0	0	0
500,000 +	3	1	33.33	143,426	830,460	28.56	2	278,277	2,077,203
State Total	368	286	77.72%	1,576,689	6,871,209	67.30%	82	678,043	3,338,706

TABLE VII

BUILDING SURVEY - YEAR OF CONSTRUCTION

Year Built	# of Units*	% of Total	Total Sq. Feet	% of Total
Pre-1927	51	10.69%	201,615	5.44%
1927	3	0.63	4,989	0.13
28	1	0.21	552	0.01
29	0	0	0	0
1930	3	0.63	63,470	1.71
31	1	0.21	4,007	0.11
32	2	0.42	64,179	1.73
33	1	0.21	33,000	0.89
34	3	0.63	14,406	0.39
35	0	0	0	0
36	2	0.42	2,310	0.06
37	3	0.63	5,299	0.14
38	0	0	0	0
39	4	0.84	69,704	1.88
1940	7	1.47	32,338	0.87
41	3	0.63	8,260	0.22
42	4	0.84	7,210	0.19
43	0	0	0	0
44	0	0	0	0
45	2	0.42	7,000	0.19
46	0	0	0	0
47	3	0.63	8,952	0.24
48	7	1.47	38,809	1.05
49	6	1.26	20,148	0.54
1950	9	1.89	56,207	1.52
51	7	1.47	13,138	0.35
52	6	1.26	14,277	0.39
53	3	0.63	5,954	0.16
1954	9	1.89%	95,662	2.58%
55	10	2.10	177,511	4.79
56	6	1.26	14,325	0.39
57	11	2.31	71,668	1.93
58	9	1.89	29,997	0.81
59	4	0.84	55,803	1.51
1960	7	1.47	50,693	1.37
61	16	3.35	127,962	3.45
62	16	3.35	99,131	2.68
63	13	2.73	55,218	1.49
64	14	2.94	95,757	2.59
65	10	2.10	39,688	1.07
66	18	3.77	142,655	3.85
67	28	5.87	164,397	4.44
68	12	2.52	150,299	4.06
69	19	3.98	122,605	3.31
1970	16	3.35	151,705	4.10
71	19	3.98	83,986	2.27
72	12	2.52	129,517	3.50
73	19	3.98	85,270	2.30
74	28	5.87	249,617	6.74
75	24	5.03	627,831	16.95
76	17	3.56	105,620	2.85
1977	9	1.89	101,543	2.74
Total	477		3,704,284	

*Branches and members of consolidated systems are counted individually.

TABLE VIII

BUILDING DEPRECIATION BY YEAR OF CONSTRUCTION

Year Built	Estimated Sq. Feet	Age Depreciation Rate	Age Depreciated Sq. Feet
Pre-1928	228,018	0.00	0
1928	609	0.02	12
29	0	0.04	0
1930	70,049	0.06	4,203
31	4,422	0.08	354
32	70,831	0.10	7,083
33	36,420	0.12	4,370
34	15,899	0.14	2,226
35	0	0.16	0
36	2,549	0.18	459
37	5,848	0.20	1,170
38	0	0.22	0
39	76,929	0.24	18,463
1940	35,690	0.26	9,279
41	9,116	0.28	2,552
42	7,957	0.30	2,387
43	0	0.32	0
44	0	0.34	0
45	7,726	0.36	2,781
46	0	0.38	0
47	9,880	0.40	3,952
1948	42,831	0.42	17,989
49	22,236	0.44	9,784
1950	62,033	0.46	28,535
51	14,500	0.48	6,960
52	15,757	0.50	7,879
53	6,571	0.52	3,417
54	105,577	0.54	57,012
55	195,910	0.56	109,710
56	15,810	0.58	9,170
57	79,096	0.60	47,458
58	33,106	0.62	20,526
59	61,587	0.64	39,416
1960	55,947	0.66	36,925
61	141,225	0.68	96,033
62	109,406	0.70	76,584
63	60,941	0.72	43,878
64	105,682	0.74	78,205
65	43,802	0.76	33,290
66	157,441	0.78	122,804
67	181,436	0.80	145,149
68	165,877	0.82	136,019

TABLE VIII

BUILDING DEPRECIATION BY YEAR OF CONSTRUCTION (cont.)

Year Built	Estimated Sq. Feet	Age Depreciation Rate	Age Depreciated Sq. Feet
1969	135,313	0.84	113,663
1970	167,429	0.86	143,989
71	92,691	0.88	81,568
72	142,941	0.90	128,647
73	94,108	0.92	86,579
74	275,489	0.94	258,960
1975	692,904	0.96	665,188
1976	116,567	0.98	114,236
77	112,068	1.00	112,068
Total	4,088,224	0.71	2,890,932

Plan of Action

OBJECTIVE: To keep current Texas State Library's information on public library facilities. Since LSCA Title II is unfunded at the present time, there are no plans for construction grants.

10.3 To facilitate public library access for all citizens, with particular attention to special target groups; for example, aged, economically disadvantaged, limited English speakers, ethnic and racial minorities, and urban residents

10.3a "Libraries should be open. . .

The central resource library should be open at least 66 hours a week, and should be open all hours the member libraries are open, to give holdings and bibliographical information either by telephone or by other media of communication.

Community libraries serving 10,000-25,000 population should be open between 45 and 66 hours weekly. Community libraries serving 25,000 population and over should be open between 66 and 72 hours weekly. Calculate hours proportionately to the range of population served." (1, Standard 19.1., pp.65-66)

Measure: Hours of access

Need:

SYSTEM HEADQUARTERS	HOURS ACCORDING TO STANDARD*	1978 ACTUAL HOURS	HOURS GAP
ABILENE	66	63	3
AMARILLO	66	70	0
AUSTIN	66	75	0
CORPUS CHRISTI	66	70	0
DALLAS	66	69	0
EL PASO	66	65	1
FORT WORTH	66	60	6
HOUSTON	66	73	0
LUBBOCK	66	66	0
SAN ANTONIO	66	69	0

*When a range is given in the standards, the lowest number of hours was used for this analysis.

All public libraries serving 25,000 or more persons:

HOURS ACCORDING TO STANDARD	AVERAGE HOURS	HOURS GAP
66*	58.30	7.70

Public libraries serving 10,000 - 24,999 persons:

HOURS ACCORDING TO STANDARD	AVERAGE HOURS	HOURS GAP
45*	42.85	2.15

Public libraries serving fewer than 10,000 persons:

HOURS ACCORDING TO STANDARD	AVERAGE HOURS	HOURS GAP
NA	28.28	NA

*When a range is given in the standards, the lowest number of hours was used for this analysis.

Plan of Action

OBJECTIVE: To meet standards on hours of access in all Texas public libraries. Funding for hours of access, however, is totally local. Texas State Library does address this area in a limited manner by specifying minimum hours in each population group as a criterion for system membership. These minima compare to standards as follows:

POPULATION GROUPING	STANDARDS	MEMBERSHIP CRITERIA
MAJOR RESOURCE CENTER	66 hrs/wk	64 hrs/wk
100,000 - 200,000	66 - 72	54 hrs/wk
50,000 - 99,999	66 - 72	48 hrs/wk
25,000 - 49,999	66 - 72	40 hrs/wk
10,000 - 24,999	45 - 66	30 hrs/wk
0 - 9,999	NA	20 hrs/wk

10.3b ESTABLISHING, EXPANDING, AND OPERATING PROGRAMS AND PROJECTS TO PROVIDE LIBRARY SERVICES TO THE DISADVANTAGED IN RURAL AND URBAN AREAS WITH CONSIDERATIONS FOR PERSONS WITH LIMITED ENGLISH-SPEAKING ABILITIES

Analysis of the demographic characteristics of Texas reveals that conditions of poverty exist throughout the state. Each Texas regional public library system evidences one or more of the poverty indicators above the national average. Approximately 22 percent of the total state's population (1970), or 2,028,000 persons, has a daily average income of less than $3.00 to satisfy basic physical needs. Although the state's population is comprised of 68.7% Anglo residents; 18.8% Mexican-American; 12.2% Black; and 0.3% other races, the breakdown of the state's impoverished population by ethnicity reveals that Blacks, Mexican-Americans, and other ethnic minorities comprise almost two-thirds of the poor population (the population below 100 percent of the poverty level). By isolating age as the single variable, the elderly constitute the single largest percentage of the state's poor. Virtually one out of every three persons over the age of 65 lives in poverty. Second only to the elderly are children under the age of fourteen. Over 22% of the children in Texas between the ages of 0-14 live in poverty. Texas residents between the ages of 0-29 account for well over half (54.4%) of the total population; yet one out of every five lives in poverty. Among the Texas population in 1970, 30% of the adult population had an eighth grade education or less.

Forty counties have twice the state average of Mexican-American population, and 44 counties have above 20% Black population. Thirty-two counties have above 30% of their families existing below the poverty level, and the median of families below poverty for all Texas counties is 19.9%. Of Texas' 254 counties, 232 counties have more than the national average for households living below the poverty level. The following three tables illustrate the prevalence of certain socio-economic characteristics for disadvantaged persons. The first table provides data on the number of persons within each disadvantaged category by county. The second and third tables specify the number and percentage of each poverty indicator in each system.

TABLE IX

COUNTY NEED ANALYSIS FOR GENERAL CRITERIA A, B, C.1. IN BASIC STATE PLAN

COUNTY	HIGH % OF POVERTY	CONCENTRATION OF BLACKS	UNSERVED POPULATION	ELDERLY IN POVERTY	MAY 3, 1978 EDA*	SPANISH SURNAME	NO SERVICE
Anderson	X	X	17,012	X	-	-	-
Andrews	X	-	-	X	-	X	-
Angelina	X	X	22,837	X	-	-	-
Aransas	X	-	-	X	-	X	-
Archer	X	-	-	X	-	-	-
Armstrong	-	-	-	X	X	-	-
Atascosa	X	-	-	X	X	X	-
Austin	X	X	-	X	X	-	-
Bailey	X	-	-	-	X	X	-
Bandera	X	-	-	X	-	X	-
Bastrop	X	X	13,513	X	X	X	-
Baylor	X	-	-	X	-	X	-
Bee	X	-	-	X	-	-	-
Bell	X	X	55,455	X	-	X	-
Bexar	X	-	-	X	X	X	-
Blanco	X	-	1,960	X	-	X	-
Borden	X	-	760	X	-	X	X
Bosque	X	-	9,676	-	-	X	-
Bowie	X	X	38,066	X	X	-	-
Brazoria	X	-	-	X	-	-	-
Brazos	X	X	-	X	-	X	-
Brewster	X	-	-	X	-	X	-
Briscoe	X	-	-	X	-	X	-
Brooks	X	-	-	X	X	X	-
Brown	X	-	-	X	-	X	-
Burleson	X	X	8,304	X	X	X	-
Burnet	X	-	-	X	-	X	-
Caldwell	X	X	10,381	X	-	X	-
Calhoun	X	-	-	X	X	X	-
Callahan	X	-	-	X	-	X	-
Cameron	X	-	-	X	X	X	-
Camp	X	X	-	X	X	X	-
Carson	X	-	-	X	-	-	-
Cass	X	X	21,007	X	X	-	-

COUNTY	HIGH % OF POVERTY	CONCEN-TRATION OF BLACKS	UNSERVED POPULA-TION	ELDERLY IN POVERTY	MAY 3, 1978 EDA*	SPANISH SURNAME	NO SERVICE
Castro	X	-	-	X	-	X	-
Chambers	X	X	-	X	-	-	-
Cherokee	X	X	16,269	X	-	-	-
Childress	X	-	-	X	-	-	-
Clay	X	-	-	X	-	-	-
Cochran	X	-	-	X	X	X	-
Coke	X	-	-	X	-	X	-
Coleman	X	-	-	X	-	X	-
Collin	X	-	-	X	-	X	-
Collingsworth	X	-	-	X	-	X	-
Colorado	X	+	-	X	-	X	-
Comal	X	-	-	X	-	X	-
Comanche	X	-	-	X	X	X	-
Concho	X	-	1,362	X	X	X	-
Cooke	X	-	-	X	-	-	-
Coryell	X	-	-	X	-	X	-
Cottle	X	+	-	X	-	X	-
Crane	X	-	-	X	-	X	-
Crockett	X	-	-	-	-	X	-
Crosby	X	-	-	X	-	X	-
Culberson	X	-	-	-	-	X	-
Dallam	X	-	-	X	-	X	-
Dallas	X	X	-	-	-	X	-
Dawson	X	-	-	X	X	X	-
Deaf Smith	X	-	-	-	-	X	-
Delta	X	X	4,709	X	X	-	X
Denton	X	-	-	X	-	-	-
De Witt	X	X	3,432	X	X	X	-
Dickens	X	-	2,000	X	X	X	-
Dimmit	X	-	-	X	X	X	-
Donley	X	-	-	X	-	-	-
Duval	X	-	9,193	X	X	X	-
Eastland	X	-	-	X	-	-	-
Ector	X	-	-	X	-	X	-
Edwards	X	-	-	X	X	X	-

COUNTY	HIGH % OF POVERTY	CONCEN-TRATION OF BLACKS	UNSERVED POPULA-TION	ELDERLY IN POVERTY	MAY 3, 1978 EDA*	SPANISH SURNAME	NO SERVICE
Ellis	X	X	20,172	X	-	X	-
El Paso	X	-	13,288	X	X	X	-
Erath	X	-	-	X	-	-	-
Falls	X	X	9,207	X	X	X	-
Fannin	X	-	13,948	X	X	-	-
Fayette	X	X	-	X	X	-	-
Fisher	X	-	6,009	X	X	X	X
Floyd	X	-	-	X	X	X	-
Foard	X	-	2,282	X	X	X	X
Fort Bend	X	X	-	X	-	X	-
Franklin	X	-	-	X	-	-	-
Freestone	X	X	7,120	X	X	X	-
Frio	X	-	-	X	X	X	-
Gaines	X	-	-	X	-	X	-
Galveston	X	X	-	X	X	X	-
Garza	X	-	-	X	-	X	-
Gillespie	X	-	-	X	-	X	-
Glasscock	X	-	1,127	-	-	X	X
Goliad	X	X	4,929	X	X	X	X
Gonzales	X	X	-	X	X	X	-
Gray	-	-	-	X	-	-	-
Grayson	X	-	25,689	X	X	-	-
Gregg	X	X	-	X	-	-	-
Grimes	X	X	-	X	X	X	-
Guadalupe	X	-	-	X	X	X	-
Hale	X	-	-	X	-	X	-
Hall	X	-	-	X	-	X	-
Hamilton	X	-	-	X	X	-	-
Hansford	X	-	-	-	X	X	-
Hardeman	X	X	-	X	-	X	-
Hardin	X	X	-	X	X	-	-
Harris	X	X	-	-	-	X	-
Harrison	X	X	-	X	X	X	-
Hartley	X	-	-	-	-	-	-
Haskell	X	-	-	X	-	X	-

COUNTY	HIGH % OF POVERTY	CONCEN-TRATION OF BLACKS	UNSERVED POPULA-TION	ELDERLY IN POVERTY	MAY 3, 1978 EDA*	SPANISH SURNAME	NO SERVICE
Hays	X	-	-	X	X	X	-
Hemphill	X	-	-	X	-	X	-
Henderson	X	X	-	X	X	-	-
Hidalgo	X	-	-	X	X	X	-
Hill	X	X	-	X	X	X	-
Hockley	X	-	-	X	-	X	-
Hood	X	-	-	X	-	-	-
Hopkins	X	X	-	X	-	-	-
Houston	X	X	-	X	X	-	-
Howard	X	-	-	X	-	X	-
Hudspeth	X	-	1,785	X	X	X	-
Hunt	X	X	-	X	-	-	-
Hutchinson	X	-	-	X	-	-	-
Irion	X	-	-	-	-	X	-
Jack	X	-	-	X	-	-	-
Jackson	X	X	-	X	-	X	-
Jasper	X	X	16,704	X	X	-	-
Jeff Davis	X	-	1,440	X	-	X	X
Jefferson	X	X	-	X	X	-	-
Jim Hogg	X	-	-	X	X	X	-
Jim Wells	X	-	-	X	-	X	-
Johnson	X	-	-	X	-	-	-
Jones	X	-	9,449	X	-	X	-
Karnes	X	-	-	X	X	X	-
Kaufman	X	X	942	X	-	-	-
Kendall	X	-	-	X	-	X	-
Kenedy	X	-	-	-	-	X	-
Kent	X	-	-	X	-	X	-
Kerr	X	-	-	-	X	X	-
Kimble	X	-	-	X	-	X	-
King	X	-	411	-	-	X	X
Kinney	X	-	-	X	X	X	-
Kleberg	X	-	-	X	-	X	-
Knox	X	-	-	X	-	X	-
Lamar	X	X	15,293	X	X	-	-
Lamb	X	-	-	X	-	X	-

COUNTY	HIGH % OF POVERTY	CONCEN-TRATION OF BLACKS	UNSERVED POPULA-TION	ELDERLY IN POVERTY	MAY 3, 1978 EDA*	SPANISH SURNAME	NO SERVICE
Lampasas	X	-	4,825	X	-	X	-
La Salle	X	-	-	X	X	X	-
Lavaca	X	-	13,059	X	X	X	-
Lee	X	X	5,892	X	X	-	-
Leon	X	X	-	X	X	-	-
Liberty	X	X	-	X	-	-	-
Limestone	X	X	9,912	X	X	-	-
Lipscomb	X	-	-	-	X	-	-
Live Oak	X	-	-	X	-	X	-
Llano	X	-	-	X	-	-	-
Loving	X	-	104	-	-	X	X
Lubbock	X	-	-	X	-	X	-
Lynn	X	-	-	X	X	X	-
McCulloch	X	-	-	X	-	X	-
McLennan	X	X	-	X	X	-	-
McMullen	X	-	807	X	-	X	X
Madison	X	X	-	X	X	X	-
Marion	X	X	-	X	X	-	-
Martin	X	-	-	X	-	X	-
Mason	X	-	-	X	-	X	-
Matagorda	X	X	-	X	-	X	-
Maverick	X	-	-	X	X	X	-
Medina	X	-	-	X	X	X	-
Menard	X	-	-	X	X	X	-
Midland	X	-	-	-	-	X	-
Milam	X	X	-	X	-	X	-
Mills	X	-	4,325	X	-	X	X
Mitchell	X	-	-	X	-	X	-
Montague	X	-	8,192	X	-	-	-
Montgomery	X	X	-	X	-	X	-
Moore	-	-	-	X	X	X	-
Morris	X	X	10,952	X	X	-	-
Motley	X	-	2,024	X	X	X	X
Nacogdoches	X	X	-	X	-	X	-
Navarro	X	X	-	X	-	X	-

COUNTY	HIGH % OF POVERTY	CONCEN-TRATION OF BLACKS	UNSERVED POPULA-TION	ELDERLY IN POVERTY	MAY 3, 1978 EDA*	SPANISH SURNAME	NO SERVICE
Newton	X	X	-	X	X	-	-
Nolan	X	-	-	X	-	X	-
Nueces	X	-	-	X	X	X	-
Ochiltree	-	-	-	-	-	-	-
Oldham	X	-	2,599	-	-	-	X
Orange	X	-	-	X	X	-	-
Palo Pinto	X	-	9,083	X	X	X	-
Panola	X	X	-	X	-	-	-
Parker	X	-	-	X	X	-	-
Parmer	X	-	-	X	-	X	-
Pecos	X	-	-	X	-	X	-
Polk	X	X	-	X	X	-	-
Potter	X	-	-	X	-	X	-
Presidio	X	-	-	X	X	X	-
Rains	X	-	4,441	X	X	-	X
Randall	-	-	1,795	-	-	-	-
Reagan	X	-	-	-	-	X	-
Real	X	-	2,171	X	X	X	X
Red River	X	X	-	X	X	-	-
Reeves	X	-	-	-	X	X	-
Refugio	X	-	-	X	-	X	-
Roberts	X	-	-	X	-	-	-
Robertson	X	X	-	X	X	X	-
Rockwall	X	X	-	X	-	-	-
Runnels	X	-	-	X	-	X	-
Rusk	X	X	-	X	-	-	-
Sabine	X	X	6,312	X	X	-	-
San Augustine	X	X	-	X	X	-	-
San Jacinto	X	X	8,243	X	X	-	X
San Patricio	X	-	-	X	X	X	-
San Saba	X	-	-	X	X	X	-
Schleicher	X	-	-	X	-	X	-
Scurry	X	-	-	X	-	X	-
Shackelford	X	-	-	X	-	-	-
Shelby	X	X	15,469	X	X	-	-
Sherman	X	-	-	X	-	X	-

COUNTY	HIGH % OF POVERTY	CONCEN-TRATION OF BLACKS	UNSERVED POPULA-TION	ELDERLY IN POVERTY	MAY 3, 1978 EDA*	SPANISH SURNAME	NO SERVICE
Smith	X	X	-	X	X	-	-
Somervell	X	-	-	X	X	-	-
Starr	X	-	21,529	X	X	X	X
Stephens	X	-	-	X	X	-	X
Sterling	X	-	1,034	X	-	X	X
Stonewall	X	-	-	X	-	X	-
Sutton	X	-	1,194	X	-	X	X
Swisher	X	-	-	-	-	X	-
Tarrant	X	X	-	-	X	X	-
Taylor	X	-	-	X	-	X	-
Terrell	X	-	-	X	X	X	-
Terry	X	-	-	X	-	X	-
Throckmorton	X	-	2,223	X	-	X	X
Titus	X	X	8,172	X	-	-	-
Tom Green	X	X	-	X	-	X	-
Travis	X	X	-	X	-	X	-
Trinity	X	X	-	X	X	-	-
Tyler	X	X	-	X	X	-	-
Upshur	X	X	-	X	X	-	-
Upton	X	-	-	X	-	X	-
Uvalde	X	-	-	X	X	X	-
Val Verde	X	-	-	X	X	X	-
Van Zandt	X	-	-	X	-	-	-
Victoria	X	-	-	X	-	X	-
Walker	X	X	12,680	X	-	X	-
Waller	X	X	-	X	X	-	-
Ward	X	-	-	X	-	X	-
Washington	X	X	-	X	X	-	-
Webb	X	-	-	X	X	X	-
Wharton	X	X	-	X	-	X	-
Wheeler	X	-	-	X	-	X	-
Wichita	X	-	5,049	X	-	X	-
Wilbarger	X	-	-	X	-	X	-
Willacy	X	-	-	X	X	X	-
Williamson	X	X	25,558	X	-	X	-

COUNTY	HIGH % OF POVERTY	CONCEN-TRATION OF BLACKS	UNSERVED POPULA-TION	ELDERLY IN POVERTY	MAY 3, 1978 EDA*	SPANISH SURNAME	NO SERVICE
Wilson	X	-	-	X	X	X	-
Winkler	X	-	-	X	-	X	-
Wise	X	-	14,558	X	-	X	-
Wood	X	X	15,523	X	-	X	-
Yoakum	X	-	-	-	-	-	-
Young	X	-	5,058	X	-	X	-
Zapata	X	-	5,227	X	X	X	X
Zavala	X	-	3,679	X	X	X	-
							(19)

Source of data is Poverty in Texas, 1973, a report by the Office of Economic Opportunity, Texas Department of Community Affairs. (10) The definitions for the disadvantaged categories are reiterated in the Basic State Plan, Parts A and B.

Only two counties, Ochiltree and Randall, are above the criteria which delineate priority areas of concern under LSCA as regards economically disadvantaged and limited English speaking Texans. These counties are in geographical areas deficient in other criteria categories, specifically pertaining to inadequate library service.

Criteria for judging adequacy of library service in those areas where there are high concentrations of economically disadvantaged and limited English speaking Texans are the same criteria which are identified in Part C, Sections 1 and 2 of the Basic State Plan.

*Qualified Areas under the Public Works and Economic Development Act of 1965 as amended May, 1978, U.S. Department of Commerce, Economic Development Administration

TABLE X: NUMBER OF PERSONS BY SYSTEM WITHIN EACH DISADVANTAGED CATEGORY

System	Incidence of Poverty	Elderly Below Poverty Level	Children Below Poverty Level	Black Population	Spanish Surname Population
ABILENE	84,311	20,408	24,481	16,183	50,931
AMARILLO	48,226	8,621	15,552	12,552	30,719
AUSTIN	233,542	47,992	63,220	148,042	114,954
CORPUS CHRISTI	364,372	36,610	144,844	35,161	590,666
DALLAS	350,238	79,808	108,346	409,707	109,673
EL PASO	91,373	8,262	37,191	11,860	230,570
FORT WORTH	142,312	33,896	44,168	105,554	62,311
HOUSTON	425,083	66,215	146,554	580,226	266,646
LUBBOCK	116,880	13,453	45,194	37,838	108,959
SAN ANTONIO	264,863	30,022	95,613	63,075	494,814

TABLE XI: PERCENTAGE OF PERSONS BY SYSTEM WITHIN EACH DISADVANTAGED CATEGORY

System	Incidence of Poverty (Individuals)	Elderly Below Poverty Level	Children Below Poverty Level	Black Population	Spanish Surname Population
* *National Average*	*13.7%*	*2.6%*	*5.1%*	*11.1%*	*4.6%*
ABILENE	21.6%	5.2%	6.3%	4.1%	13.0%
AMARILLO	14.5%	2.6%	4.8%	3.7%	9.2%
AUSTIN	23.1%	4.7%	6.2%	14.6%	11.3%
CORPUS CHRISTI	35.9%	3.6%	14.2%	3.4%	58.2%
DALLAS	15.1%	3.4%	4.6%	17.6%	4.7%
EL PASO	22.2%	2.0%	9.0%	2.8%	56.0%
FORT WORTH	12.2%	2.9%	3.5%	9.0%	5.3%
HOUSTON	14.8%	2.3%	5.1%	20.2%	9.3%
LUBBOCK	19.4%	2.2%	7.5%	6.3%	18.1%
SAN ANTONIO	22.6%	2.7%	8.7%	5.7%	45.5%

* *Based on percent of persons within each category in comparison with total U.S. Population.*

Measure: Measures of adequacy for library services to the disadvantaged are considered to be the same as those for the general population. (See Section 9.)

Plan of Action

OBJECTIVE: To facilitate public library access for disadvantaged groups by improving public library service for the general population (See Section 9.)

10.3c

The Adult Learning Needs Survey from Texas Education Agency* revealed educational deficiencies which library programs can address.

a. According to the School District Fourth Count Tape, 1970 Census Data, of a total state population of 11,196,730, of those adults 25 years of age or older, 1,758,413 completed less than 9 years of schooling. In addition, 1,302,223 Texans were reported as having completed 9 but less than 12 years of school. In other words, over three million persons age 25 and over residing in Texas at the time of the census lacked a high school diploma. This represents 52.61 percent of the total population 25 years of age and over surveyed in the 1970 census.

b. Of the total state population of adults 25 years of age and older, 1,419,677 or 12.68 percent were Black. White and others totaled 9,777,053 or 87.32 percent. Spanish-surnamed accounted for 2,059,671 of the total population or 18.4 percent.

c. The overall estimated population in Texas age 16 and over, and not in school, with less than a high school diploma is 3,975,740. (Source: U.S. Department of Commerce, Bureau of the Census, prepublication data from U.S. Census of Population: 1970, Detailed Characteristics, PC (1) D series, 4-1-70.)

(*from Texas State Plan for Adult Education for Fiscal Year 1979. Texas Education Agency, Division of Adult Programs.)

Measure: Undereducated persons served

Need:

Adult Texans with less than 12 yrs. of school	Currently Served	Gap
3,060,636	NA	NA

OBJECTIVE: To encourage the provision of special services with potential for impact on disadvantaged groups. In years in which LSCA funding exceeds $60 million nationally, a subgrant program to stimulate services with the disadvantaged will be implemented. A portion of the excess funds will be subgranted according to the following schedule for such projects:

Day 1	Appropriations level known
Day 90	Application packets mailed
Day 170	Applications due at TSL
Day 230	Notification of grant awards
Day 240	Grant period begins

10.3d

At present, little information is available on special services and outreach provided to the hearing-impaired by Texas public libraries.

Prevalence Rates for Hearing Impairments in the Civilian Noninstitutionalized Population, by Degree and Age at Onset: United States, 1971. (20)

Degree	Age at Onset	Rate per 100,000
All Hearing Impairment	All ages	6,603
Significant bilateral	All ages	3,236
Deafness	All ages	873

With the Texas population estimated to be 12,830,00 (as reported by the State Comptroller in Fiscal Notes for July 1, 1977), it is calculated that there are approximately 847,000 Texans with hearing impairments of all degrees. Furthermore, it is estimated that there were 112,000 deaf persons residing in Texas in 1977. Current (1978) estimated Texas deaf population figures are 860,000 hearing-impaired and 120,000 deaf.

Measure: Hearing-impaired population served

Need:

Deaf and Hearing-Impaired Population	Currently Served	Gap
860,000 100%	NA	NA

OBJECTIVE: To encourage local public libraries with high concentrations of deaf and hearing-impaired persons to provide special services and outreach to these persons through subgrants.

10.3e

In fiscal years in which LSCA funding exceeds $60 million nationally, monies will be used to expand collections of Major Urban Resource Libraries. These libraries must serve an urban population of at least 100,000 as determined by the Commissioner of HEW, and have a collection which is of value to individual users and libraries throughout the regional area.

Measure: Collection adequacy of Major Urban Resource Libraries will be measured against four volumes per capita

Need:

Library	1978 Volumes per Capita*	Standard	Gap
Amarillo	1.85	4	2.15
Arlington	1.32	4	2.68
Austin	1.56	4	2.44
Beaumont	1.22	4	2.78
Corpus Christi	1.43	4	2.57
Dallas	2.21	4	1.79
El Paso	1.05	4	2.95
Fort Worth	1.80	4	2.20
Garland	1.18	4	2.82
Houston	1.45	4	2.55
Irving	1.41	4	2.59
Lubbock	1.25	4	2.75
Pasadena	1.20	4	2.80
San Antonio	1.09	4	2.91
Waco	1.63	4	2.37

*HEW figures reflect U.S. Census Estimates for 1976.

OBJECTIVE: To add approximately 6,000 volumes annually to the Major Resource libraries' collections to reach four per capita

5-Year Targets:

	FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
Volumes added	6,000	6,000	6,000	6,000	6,000

10.4 To encourage public library outreach services to residents of local institutions

Need: Data are unavailable on local public library outreach to residents of local institutions. Some of these services are provided entirely from local monies; in others which include state or federal funds, definitions of services and service populations vary among localities. Information on outreach service provision remains an area of future concern.

10.5 To assist state residential institutions in providing a full range of library services to residents

LIBRARY SERVICES TO THE INSTITUTIONALIZED

There are over 50,000 persons residing in state institutions. These institutions vary widely as to the number of residents and the amount of money available to provide library materials.

There is no coordinating authority among the six state agencies concerned with residential institutions. Therefore, the Texas State Library must independently provide impetus for library service within these facilities. Until such time as the current conflict is resolved concerning the establishment of community-based facilities, it is unlikely that sufficient funds will be available for institutional libraries to purchase materials. Since community-based facilities are not conducive to large library collections, there is the possibility that many of the existing collections will be closed. Recognizing this possibility, the Texas State Library is encouraging an alternative program to serve state institutions through local libraries. (See Section 10.4.)

In FY 1977, the Texas State Library staff conducted a survey of libraries in state residential institutions. (11) Since detailed results are further complicated by incomplete reporting from some of the libraries, statistical compilations are presented on pages 2.57 through 2.79 with explanatory footnotes. Summarized results are compared with standards in Sections 10.5a through 10.5x.

Criteria for schools for the mentally retarded, Sections 10.5a through 10.5f, are taken from the First Official Draft Standards for Libraries at Institutions for the Mentally Retarded, American Library Association, 1977. (12)

Resource measures (12 schools reporting):

10.5a

Measure: 2,500 titles or ten per client, whichever is greater

Need: Need exists in all eight institutions reporting on their book collections.

10.5b

Measure: 25 magazine titles

Need: Need exists at five of the six institutions reporting on periodicals.

10.5c

Measure: Five newspaper titles

Need: Need exists at all five institutions reporting on newspapers.

10.5d

Measure: 500 cassette or disc recordings

Need: Need exists at three of the five institutions reporting on their recordings.

10.5e

Measure: Film media standard of 600 titles; this combines the published filmstrip standard (500 titles) with 8mm and Super 8 standard (100 titles).

Need: Need exists in three of five institutions reporting on film media.

10.5f

Measure: Two toys per client

Need: Need exists at all five institutions reporting on toys.

OBJECTIVE

Measure: Additional standards

Need: Need was documented also in the areas of audiovisual equipment, reader space and seats, professional and other staff, library budget, user services, programming, information services, and interlibrary loan.*

*These areas are not authorized for Texas State Library activity. (5, Article 5436b, p.39)

Criteria for juvenvile correctional institutions, Sections 10.5g through 10.5l, are taken from Library Standards for Juvenile Correctional Institutions, American Library Association, 1975. (13)

Resource measures (8 facilities reporting):

10.5g

Measure: 4,000 volumes or 20/resident, whichever is greater

Need: Need is documented at two of five institutions reporting on their book collections.

10.5h

Measure: 40-80 magazine titles

Need: Need is documented at seven of the eight institutions reporting on periodicals.

10.5i

Measure: Ten newspaper titles

Need: Need is documented at six of the seven institutions reporting on newspapers.

10.5j

Measure: Film media standard of 13 titles per resident; combines the filmstrip standard (10/resident) and the Super 8 and 8mm standard (3/resident).

Need: Need is documented at five of the six institutions reporting on film media.

10.5k

Measure: Six-ten recordings titles/resident

Need: Need is documented for all six of the institutions reporting on recordings.

10.5l

Measure: Additional standards

Need: Need is demonstrated in the areas of reader space, professional and other staff, materials budget, total budget, user services, and programming.*

*These areas are not authorized for Texas State Library activity. (5, Article 5436b, p.39)

Criteria for adult prisons, Sections 10.5m through 10.5x, are taken from Library Standards for Adult Correctional Institutions: Final Draft, ALA/ACA Joint Committee on Institutional Libraries, Criterion 2.3.4.1 Resource Measures, 1976. (14)

Resource measures (15 facilities reporting):

10.5m

Measure: 12,000 volumes or five per resident, whichever is greater

Need: Need is documented in 13 of the 15 Texas Department of Corrections facilities reporting on book collections.

10.5n

Measure: 60-80 magazine titles for the first 300 residents; one title per 16 residents thereafter

Need: Need is documented in all 15 facilities reporting on periodicals.

10.5o

Measure: Minimum of 20 newspaper titles

Need: Need is documented in all 15 facilities reporting on newspapers.

10.5p

Measure: Film media standard of one title per resident for the first 300 residents; one title per four residents thereafter

Need: It was reported that films are not now a part of the library collection, although another component of the prison might have such a program.

10.5q

Measure: One recording title per resident for the first 300 residents; one title per four residents thereafter

Need: It was reported that these items are not now part of the library collection.

10.5r

Measure: Additional standards

Need: Need was documented in the areas of reader space, professional and other staff, materials budget,

total budget, user services, programming, information services, and interlibrary loan.*

*These areas are not authorized for Texas State Library activity. (5, Article 5436b, p.39)

Criteria for other adult institutions (Indian reservation, State Chest Hospital, Schools for the Blind and for the Deaf, and Texas mental health institutions) have been administratively set at the same criteria which apply to adult prison standards.

Resource measures (14 institutions reporting):

10.5s

Measure: 12,000 volumes or five per resident, whichever is greater

Need: Need is documented for nine of the ten institutions reporting on book collections.

10.5t

Measure: 60-80 magazine titles for the first 300 residents; one title per 16 residents thereafter

Need: Need is documented for all eight institutions reporting on periodicals.

10.5u

Measure: Minimum of 20 newspaper titles

Need: Need is documented for all eight institutions reporting on newspapers.

10.5v

Measure: Film media standard of one title per resident for the first 300 residents; one title per four residents thereafter

Need: Need is documented for seven of the eight institutions reporting on film media.

10.5w

Measure: One recording title for the first 300 residents; one title per four residents thereafter

Need: Need is documented for six of the eight institutions reporting on recordings.

10.5x

Measure: Additional standards

Need: Need is documented in the areas of reader space, professional and other staff, materials and total budget, user services, programming, information services, and interlibrary loan.*

*These areas are not authorized for Texas State Library activity. (5, Article 5436b, p.39)

Plan of Action

OBJECTIVE: To increase materials available in state institutional libraries through a centralized acquisitions program, at a rate of 6,000 items per year

5-Year Targets: Number of library materials added annually

$FY\ 1981$	$FY\ 1982$	$FY\ 1983$	$FY\ 1984$	$FY\ 1985$
6,000	6,000	6,000	6,000	6,000

TABLE XII

STANDARDS FOR LIBRARIES AT INSTITUTIONS FOR THE MENTALLY RETARDED - FIRST DRAFT

Texas Mental Retardation Institutions - FY 1977

NAME OF STATE SCHOOL	POPULATION	BOOKS			MAGAZINES			NEWSPAPERS		
		STANDARD[a]	EXISTING	NEED	STANDARD[b]	EXISTING	NEED	STANDARD[c]	EXISTING	NEED
ABILENE	1462	14,620	NR	?	25	7	18	5	2	3
AUSTIN	1351	13,510	1500	12,010	25	NR	?	5	NR	?
BRENHAM	408	4,080	354	3,723	25	0	25	5	0	5
CORPUS CHRISTI	531	5,310	0	5,310	25	0	25	5	0	5
DENTON	1431	14,310	300	14,010	25	25	0	5	NR	?
FT. WORTH	360	3,600	1397	2,203	25	19	6	5	4	1
LUBBOCK	609	6,090	NR	?	25	NR	?	5	NR	?
LUFKIN	841	8,410	0	8,410	25	2	23	5	0	5
MEXIA	1738	17,380	NR	?	25	NR	?	5	NR	?
RICHMOND	1018	10,180	NR	?	25	NR	?	5	NR	?
SAN ANGELO	729	7,290	641	6,649	25	0	25	5	0	5
TRAVIS	1544	15,440	0	15,440	25	NR	?	5	NR	?

TABLE XIII

STANDARDS FOR LIBRARIES AT INSTITUTIONS FOR THE MENTALLY RETARDED - FIRST DRAFT

Texas Mental Retardation Institutions - FY 1977

NAME OF STATE SCHOOL	FILM MEDIA			RECORDINGS			TOYS			AV EQUIPMENT		
	STANDARD[d]	EXISTING	NEED	STANDARD[e]	EXISTING	NEED	STANDARD[f]	EXISTING	NEED	STANDARD[h]	EXISTING	NEED
ABILENE	600	1493	0	500	1595	0	2924	306	2618	119-140	132	0- 8
AUSTIN	600	NR	?	500	NR	?	2702	NR	?	119-140	NR	?
BRENHAM	600	308	296	500	60	440	816	184	632	34- 40	15	19-25
CORPUS CHRISTI	600	1138	0	500	1067	0	1062	0	1062	51- 60	17	34-43
DENTON	600	NR	?	500	NR	?	2862	NR	?	119-140	NR	?
FT. WORTH	600	6	594	500	0	500	720	2	718	34- 40	0	34-40
LUBBOCK	600	NR	?	500	NR	?	1218	NR	?	51- 60	NR	?
LUFKIN	600	190	410	500	339	161	1682	922	760	68- 80	43	25-37
MEXIA	600	NR	?	500	NR	?	3476	NR	?	153-180	NR	?
RICHMOND	600	NR	?	500	NR	?	2036	NR	?	85-100	NR	?
SAN ANGELO	600	?[g]	?	500	?[g]	?	1458	?[g]	?	68- 80	0[g]	?[g]
TRAVIS	600	NR	?	500	NR	?	3088	NR	?	136-160	NR	?

TABLE XIV

STANDARDS FOR LIBRARIES AT INSTITUTIONS FOR THE MENTALLY RETARDED - FIRST DRAFT

Texas Mental Retardation Institutions - FY 1977

NAME OF STATE SCHOOL	READER SPACE (in square feet)			READER SEATS			PROFESSIONAL LIBRARIAN			OTHER STAFF		
	STANDARD[i]	EXISTING	NEED	STANDARD[j]	EXISTING	NEED	STANDARD[k]	EXISTING	NEED	STANDARD[l]	EXISTING	NEED
ABILENE	17,544	456	17,088	146-219	NR	?	3	0	3	11-12	1	10-11
AUSTIN	16,212	290	15,922	135-202	12	123-190	3	0	3	11-12	2	9-10
BRENHAM	4,896	480	4,416	41- 62	16	25- 46	2	0	2	7	1	6
CORPUS CHRISTI	6,372	340	6,032	50- 75	16	34- 59	2	1	2	7	0	7
DENTON	17,172	195	16,977	143-215	5	138-210	3	1	2	11-12	2	9-10
FT. WORTH	4,320	500	3,820	35- 53	12	23- 41	2	0	2	4	1	3
LUBBOCK	7,308	NR	?	61- 92	NR	?	3	NR	?	8	NR	?
LUFKIN	10,092	432	9,660	80-120	0	80-120	3	0	3	8-11	1	7-10
MEXIA	20,856	NR	?	173-260	NR	?	3	NR	?	11-12	NR	?
RICHMOND	12,216	NR	?	102-153	NR	?	3	NR	?	11-12	NR	?
SAN ANGELO	8,748	133	8,615	70-105	6	64- 99	3	0	3	8	.125	8
TRAVIS	18,528	NR	?	154-231	NR	?	3	NR	?	11-12	NR	?

TABLE XV

STANDARDS FOR LIBRARIES AT INSTITUTIONS FOR THE MENTALLY RETARDED - FIRST DRAFT

Texas Mental Retardation Institutions - FY 1977

NAME OF STATE SCHOOL	TOTAL BUDGET			USER SERVICES			PROGRAMMING			INFORMATION SERVICES	INTERLIBRARY LOAN
	STANDARD[E]	EXISTING	NEED	STANDARD[n]	EXISTING[o]	NEED	STANDARD[p]	EXISTING	NEED	STANDARD[q]	STANDARD[r]
ABILENE	$79,250	$15,756	$63,494	3	0	3	6	3	3	X	X
AUSTIN	73,476	23,753	49,723	3	1	2	6	3	3		
BRENHAM	31,029	8,750	22,279	3	2	1	6	6	0		
CORPUS CHRISTI	36,969	13,100	23,869	3	0	3	6	9	0	X	
DENTON	75,721	35,500	40,221	3	NR	?	6	NR	?	?	?
FT. WORTH	37,823	10,880	26,943	3	3	0	6	5	1		
LUBBOCK	31,282	NR	?	3	NR	?	6	NR	?	?	?
LUFKIN	40,551	9,112	31,439	3	0	3	6	[g]	?	X	X
MEXIA	87,570	NR	?	3	NR	?	6	NR	?	?	?
RICHMOND	45,726	NR	?	3	NR	3	6	NR	?	?	?
SAN ANGELO	33,892	3,282	30,160	3	2	0	6	[g]	?	X	X
TRAVIS	72,637	NR	?	3	NR	?	6	NR	?	?	?

2-66

STANDARDS FOR LIBRARIES AT INSTITUTIONS FOR THE MENTALLY RETARDED--FIRST OFFICIAL DRAFT

Footnotes

a. 2,500 titles or 10 per client, whichever is greater.

b. 25 magazine titles.

c. Five newspaper titles.

d. Film media standard: 600 titles; this combines the published filmstrip standard (500 titles) with 8mm and Super 8 standard (100 titles).

e. 500 cassette or disc recordings.

f. Two toys per client.

g. It was reported that these activities are conducted by other institutional departments; it is not possible, therefore to indicate the need for them in the institution.

h. These numbers indicated the total number of pieces of all types of audio-visual equipment; the Standards state that the following equipment is needed for each 200 residents:

Record players: 4-6
Tape recorders: 2
Tape players: 3
Sound filmstrip viewers: 1
Sound filmstrip projectors: 2-3
16mm film projectors: 1
8mm film projectors: 1
Overhead projectors: 1
Slide projectors: 1
Projector screen: 1

i. 12 square feet per resident; calculated by assuming that one-half of the reported square footage is available as reading space, and by using the standard of accomodating 10% of the total population at 60 square feet each.

j. 10 to 15 seats per 100 residents.

k. For populations ranges: 100-300: one professional librarian
300-600: two professional librarians
600 + : three professional librarians

l. For populations ranges: 100-200: three other staff
200-400: four other staff
400-600: seven other staff
600-800: eight other staff
800-1,000: 8-11 other staff
1,000 +: 11-12 other staff

m. .5% of total institution budget.

n. Because the Standards do not quantify the provision of User Services, it was determined that this standard would be met if the three (3) following services were offered: library orientation, booklist preparation, and readers advisory.

o. This number indicates the number of User Services offered by the library, as indicated in the previous footnote.

p. Because the Standards do not quantify the Programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and bedside book delivery, summer reading club, book talks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

q. An "x" indicates the need for Information and Reference Services.

r. An "x" indicates the need for Interlibrary Loan Services.

TABLE XVI

LIBRARY STANDARDS FOR JUVENILE CORRECTIONAL INSTITUTIONS

Texas Youth Council Facilities FY 1977

NAME OF STATE HOMES AND SCHOOLS	POPULATION	BOOKS [a]			MAGAZINES [b]			NEWSPAPERS [c]			FILM MEDIA [d]		
		STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED
CORSICANA	117	4000	NR	?	40-80	0	40-80	10	2	8	1521	0	1521
WACO	91	4000	NR	?	40-80	0	40-80	10	1	9	1183	NR	?
WEST TEXAS	108	4000	4932	0	40-80	0	40-80	10	0	10	1404	147	1257
BROWNWOOD	228	4560	3560	1000	40-80	64	0-16	10	13	0	2964	1015	1949
CROCKETT	134	4000	NR	?	40-80	NR	?	10	NR	?	1742	NR	?
GAINESVILLE	210	4200	2450	1750	40-80	15	25-65	10	8	2	2730	275	2455
GATESVILLE	302	6040	20,520	0	40-80	21	19-59	10	4	6	3926	6121	0
GIDDINGS	264	5280	7315	0	40-80	16	24-64	10	2	8	3432	0	3432

KE

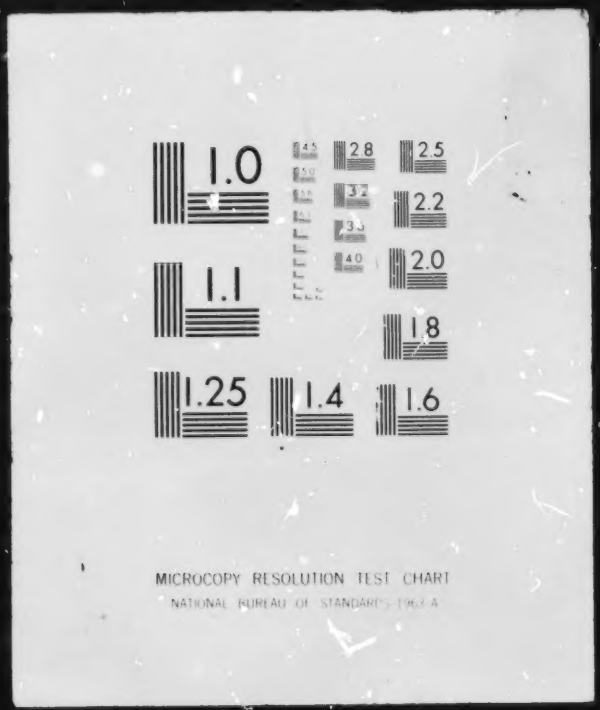

1.0
1.1
1.25
1.4
1.6
2.8
3.2
3.6
4.0
2.5
2.2
2.0
1.8
MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS 1963 A

TABLE XVII

LIBRARY STANDARDS FOR JUVENILE CORRECTIONAL INSTITUTIONS

Texas Youth Council Facilities FY 1977

NAME OF STATE HOMES AND SCHOOLS	RECORDINGS			READER SPACE (in square feet)			PROFESSIONAL LIBRARIAN			OTHER STAFF			MATERIALS BUDGET		
	STANDARD [e]	EXISTING	NEED	STANDARD [f]	EXISTING	NEED	STANDARD [h]	EXISTING	NEED	STANDARD [i]	EXISTING	NEED	STANDARD [j]	EXISTING	NEED
CORSICANA	702-1170	0	702-1170	585	300	285	1	0	1	2	0	2	$ 7020	0	$ 7020
WACO	546-910	NR	?	455	450	5	1	0	1	2	0	2	5460	0	5460
WEST TEXAS	648-1080	80	568-1000	540	540	0	1	0	1	2	0	2	6480	290	6190
BROWNWOOD	1368-2280	1223	145-1057	1140	1087	53	1	1	0	3	1	2	13,680	3900	9780
CROCKETT	804-1340	NR	?	670	NR	?	1	NR	?	2	NR	?	8,040	NR	?
GAINESVILLE	1260-2100	40	1220-2060	1050	1000	50	1	1	0	3	0	3	12,600	570	12,030
GATESVILLE	1812-3020	2405	615	1510	2223 [g]	0	1	1	0	3	4	0	18,120	10,300	7,820
GIDDINGS	1584-2640	0	1584-2640	1320	210	1110	1	0	1	3	0	3	15,840	1000	14,840

TABLE XVIII

LIBRARY STANDARDS FOR JUVENILE CORRECTIONAL INSTITUTIONS

Texas Youth Council Facilities FY 1977

NAME OF STATE HOMES AND SCHOOLS	TOTAL BUDGET			USER SERVICES[l]			PROGRAMMING[o]			INFO SERVICES	INTERLIBRARY LOAN
	STANDARD[k]	EXISTING	NEED	STANDARD	EXISTING[m]	NEED	STANDARD	EXISTING	NEED	NEED[p]	NEED[q]
CORSICANA	$50,766	$0	$50,766	3	0	3	6	0	6	X	X
WACO	43,569	0	43,569	3	?[n]	?	6	?[n]	?	X	X
WEST TEXAS	43,923	7509	36,414	3	3	0	6	4	2		
BROWNWOOD	72,971	17,540	55,431	3	2	1	6	7	0		
CROCKETT	25,000	NR	?	3	NR	?	6	NR	?	?	?
GAINESVILLE	79,602	12,606	66,996	3	3	0	6	1	5		X
GATESVILLE	108,480	60,395	48,085	3	3	0	6	8	0		X
GIDDINGS	68,120	12,380	55,740	3	2	1	6	5	1		X

LIBRARY STANDARDS FOR JUVENILE CORRECTIONAL INSTITUTIONS

Footnotes

a. 4,000 volumes or 20/resident, whichever is greater.

b. 40-80 titles.

c. 10 titles.

d. 13 titles per resident; combines the filmstrip standard (10/resident) and the Super 8 and 8mm standard (3/resident).

e. 6-10 titles/resident.

f. Five square feet per resident; calculated by assuming that one-half of reported square footage is available as reading space, and by using the standard for seating for 10% of the total population at 25 square feet each.

g. Total square footage for three library locations.

h. One professional librarian.

i. For population ranges: 100-200: two other staff
200-500: three other staff
500 + : five-six other staff

j. $60/resident; calulated by estimating the average costs of purchasing two books, two subscriptions, and two recordings per resident: 2($12) + 2($10) + 2($8) = $60.

k. 2.5% of total institution budget.

l. Because the Standards do not quantify the provision of User Services, it was determined that this standard would be met if the three (3) following services were offered: library orientation, booklist preparation, and readers advisory.

m. This number indicates the number of User Services offered by the library, as indicated in the previous footnote.

n. It was reported that these services were provided in the public schools; it is not possible, therefore to indicate the need for them in the institution.

o. Because the Standards do not quantify the Programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and bedside book delivery, summer reading club, book talks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

p. An "x" indicates the need for Information and Reference Service.

q. An "x" indicates the need for Interlibrary Loan Services.

TABLE XIX

LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS - FINAL DRAFT

Texas Department of Corrections Facilities - FY 1977

NAME OF UNIT	POPULATION	BOOKS			MAGAZINES			NEWSPAPERS			FILM MEDIA		
		STANDARD[a]	EXISTING	NEED	STANDARD[b]	EXISTING	NEED	STANDARD[c]	EXISTING	NEED	STANDARD[d]	EXISTING	NEED
CENTRAL	742	12,000	3,134	8,866	88-108	14	74- 94	20	6	14	411	?[e]	?
CLEMENS	1,104	12,000	7,394	4,606	110-130	14	96-116	20	6	14	501	?[e]	?
COFFIELD	2,784	12,000	10,057	1,943	215-235	14	201-221	20	6	14	921	?[e]	?
DARRINGTON	838	12,000	5,616	6,384	94-114	14	80-100	20	6	14	435	?[e]	?
EASTHAM	2,313	12,000	12,655	0	186-206	14	172-192	20	6	14	803	?[e]	?
ELLIS	2,013	12,000	11,344	656	167-187	14	153-173	20	6	14	728	?[e]	?
FERGUSON	1,648	12,000	12,227	0	144-164	14	130-150	20	6	14	637	?[e]	?
GOREE	522	12,000	8,336	3,664	74- 94	14	60- 80	20	6	14	356	?[e]	?
JESTER II	377	12,000	1,926	10,074	65- 85	14	51- 71	20	6	14	319	?[e]	?
RAMSEY I	1,604	12,000	7,969	4,031	142-162	14	128-148	20	6	14	626	?[e]	?
RAMSEY II	935	12,000	5,496	6,504	100-120	14	86-106	20	6	14	459	?[e]	?
RETRIEVE	762	12,000	4,295	7,705	89-109	14	75- 95	20	6	14	416	?[e]	?
WALLS	2,021	12,000	9,483	2,517	168-188	14	154-174	20	6	14	730	?[e]	?
WYNNE	1,863	12,000	10,402	1,598	158-178	14	144-164	20	6	14	691	?[e]	?
MOUNTAIN VIEW	314	12,000	3,127	8,873	61- 81	14	47- 67	20	6	14	304	?[e]	?
DEPARTMENT TOTALS	21,193*												

*Includes the Diagnostic and Jester Pre-Release units which are not shown above.

2-73

TABLE XX

LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS - FINAL DRAFT

Texas Department of Corrections Facilities - FY 1977

NAME OF UNIT	RECORDINGS			READER SPACE (in square feet)			PROFESSIONAL LIBRARIAN			OTHER STAFF			MATERIALS BUDGET		
	STANDARD[d]	EXISTING	NEED	STANDARD[f]	EXISTING	NEED	STANDARD[g]	EXISTING	NEED	STANDARD[h]	EXISTING	NEED	STANDARD[i]	EXISTING	NEED
CENTRAL	411	?[e]	?	7,791	81	7,710	1	.5	.5	5-6	.2	5-6			
CLEMENS	501	?[e]	?	11,592	4,000	7,592	1	.5	.5	5-6	.2	5-6			
COFFIELD	921	?[e]	?	29,232	3,200	26,032	1	.5	.5	5-6	.2	5-6			
DARRINGTON	435	?[e]	?	8,799	820	7,979	1	.5	.5	5-6	.2	5-6			
EASTHAM	803	?[e]	?	24,287	1,608	22,679	1	.5	.5	5-6	.2	5-6			
ELLIS	728	?[e]	?	21,137	1,608	19,529	1	.5	.5	5-6	.2	5-6			
FERGUSON	637	?[e]	?	17,304	3,216	14,088	1	.5	.5	5-6	.2	5-6			
GOREE	356	?[e]	?	5,481	700	4,781	1	.5	.5	5-6	.2	5-6			
JESTER II	319	?[e]	?	3,959	NR	?	1	.5	.5	3	.2	3			
RAMSEY I	626	?[e]	?	16,842	697	16,145	1	.5	.5	5-6	.2	5-6			
RAMSEY II	459	?[e]	?	9,818	913	8,905	1	.5	.5	5-6	.2	5-6			
RETRIEVE	416	?[e]	?	8,001	1,000	7,001	1	.5	.5	5-6	.2	5-6			
WALLS	730	?[e]	?	21,221	5,870	15,351	1	.5	.5	5-6	.2	5-6			
WYNNE	691	?[e]	?	19,562	950	18,612	1	.5	.5	5-6	.2	5-6			
MOUNTAIN VIEW	304	?[e]	?	3,297	1,056	2,241	1	.5	.5	3	.2	3			
DEPARTMENT TOTALS							15	8	7	71-84	3	68-81	NA[n]	$31,000	

2-74

TABLE XXI

LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS - FINAL DRAFT

Texas Department of Corrections Facilities - FY 1977

NAME OF UNIT	TOTAL BUDGET			USER SERVICES			PROGRAMMING			INFORMATION SERVICES	INTERLIBRARY LOAN
	STANDARD[J]	EXISTING	NEED	STANDARD[I]	EXISTING[M]	NEED	STANDARD[O]	EXISTING	NEED	NEED	NEED
CENTRAL				3	3	0	6	1	5		
CLEMENS				3	3	0	6	0	6		
COFFIELD				3	1	2	6	0	6	X	
DARRINGTON				3	3	0	6	1	5		
EASTHAM				3	2	1	6	1	5	X	
ELLIS				3	2	1	6	0	6		
FERGUSON				3	3	0	6	2	4		
GOREE				3	3	0	6	2	4		
JESTER II				3	0	3	6	0	6	X	X
RAMSEY I				3	3	0	6	1	5		
RAMSEY II				3	3	0	6	1	5		
RETRIEVE				3	3	0	6	1	5		
WALLS				3	2	1	6	0	6		
WYNNE				3	1	2	6	1	5	X	
MOUNTAIN VIEW				3	2	1	6	1	5	X	
DEPARTMENT TOTALS	$1,134,392	$149,397	$984,995								

TABLE XXII

LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS - FINAL DRAFT

Other Adult Institutions - FY 1977

NAME	POPULATION	BOOKS			MAGAZINES			NEWSPAPERS		
		STANDARD[a]	EXISTING	NEED	STANDARD[b]	EXISTING	NEED	STANDARD[c]	EXISTING	NEED
ALABAMA-COUSHATTA INDIAN RESERVATION	501*	12,000	1,500	10,500	73- 93	0	73-93	20	1	19
SAN ANTONIO STATE CHEST HOSPITAL	145*	12,000	5,211	6,789	60- 80	3	57-77	20	1	19
SCHOOL FOR THE BLIND	202*	12,000	NR	?	60- 80	NR	?	20	NR	?
SCHOOL FOR THE DEAF	614*	12,000	8,500	3,500	80-100	NR	?	20	NR	?

* Unofficial population counts

2-76

TABLE XX!!!

LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS - FINAL DRAFT

Other Adult Institutions - FY 1977

NAME	FILM MEDIA			RECORDINGS			READER SPACE (in square feet)			PROFESSIONAL LIBRARIAN			OTHER STAFF		
	STANDARD[d]	EXISTING	NEED	STANDARD[d]	EXISTING	NEED	STANDARD[f]	EXISTING	NEED	STANDARD[g]	EXISTING	NEED	STANDARD[h]	EXISTING	NEED
ALABAMA-COUSHATTA INDIAN RESERVATION	350	0	350	350	0	350	5,261	150	5,111	1	0	1	4	1	3
SAN ANTONIO STATE CHEST HOSPITAL	145	95	50	145	0	145	1,523	561	962	1	1.	0	2	0	2
SCHOOL FOR THE BLIND	NA[r]	NA	0	202	NR	?	2,121	NR	?	1	NR	?	2	NR	?
SCHOOL FOR THE DEAF	379	NR	?	NA[r]	NA	0	6,447	NR	?	1	NR	?	5-6	NR	?

2-77

TABLE XXIV

LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS - FINAL DRAFT

Other Adult Institutions - FY 1977

NAME	MATERIALS BUDGET			TOTAL BUDGET			USER SERVICES		
	STANDARD[i]	EXISTING	NEED	STANDARD[j]	EXISTING	NEED	STANDARD[l]	EXISTING[m]	NEED
BAMA-COUSHATTA IAN RESERVATION	$30,060	$36	$30,024	NA[k]	$ 136		3	3	0
ANTONIO STATE ST HOSPITAL	8,700	0	8,700	$106,909	$13,000	$93,909	3	0	3
OOL FOR THE BLIND	12,120	NR	?	$ 55,405	NR	?	3	NR	?
OOL FOR THE DEAF	36,840	NR	?	$ 86,189	NR	?	3	NR	?

TABLE XXV

LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS - FINAL DRAFT

Other Adult Institutions - FY 1977

NAME	PROGRAMMING			INFORMATION SERVICES	INTERLIBRARY LOAN
	STANDARD[o]	EXISTING	NEED	NEED[p]	NEED[q]
ALABAMA-COUSHATTA INDIAN RESERVATION	6	4	2		X
SAN ANTONIO STATE CHEST HOSPITAL	6	3	3		
SCHOOL FOR THE BLIND	6	NR	?	?	?
SCHOOL FOR THE DEAF	6	NR	?	?	?

TABLE XXVI

LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS - FINAL DRAFT

Texas Mental Health Institutions - FY 1977

NAME OF STATE HOSPITALS	POPULATION	BOOKS			MAGAZINES			NEWSPAPERS		
		STANDARD[a]	EXISTING	NEED	STANDARD[b]	EXISTING	NEED	STANDARD[c]	EXISTING	NEED
AUSTIN	794*	12,000	3,502	8,498	91-111	0	91-111	20	0	20
BIG SPRING	383	12,000	2,010	9,990	65- 85	NR	?	20	NR	?
KERRVILLE	720	12,000	4,534	7,466	86-106	14	72- 92	20	1	19
RUSK	831	12,000	NR	?	93-113	NR	?	20	NR	?
SAN ANTONIO	798	12,000	8,951	3,049	91-111	12	79- 99	20	12	8
TERRELL	826*	12,000	12,590	0	93-113	60	33- 53	20	3	17
VERNON CENTER-SOUTH	150*	12,000	2,500	9,500	60- 80	60	0- 20	20	15	5
VERNON CENTER-NORTH	325*	12,000	NR	?	62- 82	NR	?	20	NR	?
WICHITA FALLS	600*	12,000	8,000	4,000	79- 99	2	77- 97	20	1	19

* - Unofficial population counts.

2-80

TABLE XXVII

LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS - FINAL DRAFT

Texas Mental Health Institutions - FY 1977

NAME OF STATE HOSPITALS	FILM MEDIA			RECORDINGS			READING SPACE (In square feet)			PROFESSIONAL LIBRARIAN		
	STANDARD[d]	EXISTING	NEED	STANDARD[d]	EXISTING	NEED	STANDARD[f]	EXISTING	NEED	STANDARD[g]	EXISTING	NEED
AUSTIN	424	0	424	424	0	424	8,337	1,200	7,137	1	0	1
BIG SPRING	321	NR	?	321	NR	?	4,022	NR	?	1	NR	?
KERRVILLE	405	?[e]	?	405	?[e]	?	7,560	621	6,939	1	0	1
RUSK	433	NR	?	433	NR	?	8,726	NR	?	1	NR	?
SAN ANTONIO	425	196	229	425	588	0	8,379	1,296	7,083	1	1	0
TERRELL	432	0	432	432	0	432	8,673	1,650	7,023	1	0	1
VERNON CENTER-SOUTH	150	20	130	150	100	50	1,575	3,000	0	1	1	0
VERNON CENTER-NORTH	306	NR	?	306	NR	?	3,413	NR	?	1	NR	?
WICHITA FALLS	375	176	199	375	250	125	6,300	1,558	4,742	1	0	1

2-81

TABLE XXVIII

LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS - FINAL REPORT

Texas Mental Health Institutions - FY 1977

NAME OF STATE HOSPITALS	OTHER STAFF			MATERIALS BUDGET			TOTAL BUDGET		
	STANDARD[h]	EXISTING	NEED	STANDARD[i]	EXISTING	NEED	STANDARD[j]	EXISTING	NEED
AUSTIN	5-6	½	4.5-5.5	$47,640	$ 527	$47,113	$298,080	$ 4,147	$293,933
BIG SPRING	3	NR	?	22,980	NR	?	157,425	NR	?
KERRVILLE	5-6	.25	4.75-5.75	43,200	1,225	41,975	164,313	9,037	155,276
RUSK	5-6	NR	?	49,860	NR	?	301,100	NR	?
SAN ANTONIO	5-6	1	4-5	47,880	341	47,539	269,673	11,822	257,851
TERRELL	5-6	2	3-4	49,560	2,540	47,020	319,293	17,660	301,633
VERNON CENTER-SOUTH	2	0	2	9,000	3,483	5,517	70,368	21,108	49,260
VERNON CENTER-NORTH	3	NR	?	19,500	NR	?	108,999	NR	?
WICHITA FALLS	5-6	1	4-5	36,000	1,255	34,745	208,179	11,313	196,866

TABLE XXIX

LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS - FINAL DRAFT

Texas Mental Health Institutions - FY 1977

NAME OF STATE HOSPITALS	USER SERVICES			PROGRAMMING			INFORMATION SERVICES	INTERLIBRARY LOAN
	STANDARD[l]	EXISTING[m]	NEED	STANDARD[o]	EXISTING	NEED	NEED[p]	NEED[q]
AUSTIN	3	3	0	6	3	3		X
BIG SPRING	3	NR	?	6	NR	?	?	?
KERRVILLE	3	3	0	6	7	0		
RUSK	3	NR	?	6	NR	?	?	?
SAN ANTONIO	3	1	2	6	0	6		X
TERRELL	3	3	0	6	11	0		X
VERNON CENTER-SOUTH	3	3	0	6	7	0		
VERNON CENTER-NORTH	3	NR	?	6	NR	?	?	?
WICHITA FALLS	3	3	0	6	12	0		

Footnotes

a. 12,000 volumes or 5 per resident, whichever is greater.

b. 60-80 titles for the first 300 residents; one title per 16 residents thereafter.

c. Minimum of 20 titles.

d. One title per resident for first 300 residents; one title per four residents thereafter.

e. It was reported that these items are not now part of the library collection.

f. 10.5 square feet per resident; calculated by assuming that one-half of the reported square footage is available as reading space, and by using the standard of seating for 15% of the total population at 35 square feet each.

g. One professional librarian.

h. For population ranges 100-300: two other staff
300-500: three other staff
500 + : five - six other staff

i. $60/resident; calculated by estimating the average costs of purchasing two books, two subscriptions and two recordings per resident: 2($12) + 2($10) + 2($8) = $60.

j. 2% of total institution budget

k. In this case, 2% of the total institution budget of $178,903 would be insufficient to operate a library which met standards. It would be incongruous to set the standard for a materials budget at $30,060, and the total budget standard at $3,578.

l. Because the Standards do not quantify the provision of User Services, it was determined that this standard would be met if the three (3) following services were offered: library orientation, booklist preparation, and readers advisory.

m. This number indicates the number of user services offered by the library, as indicated in the previous footnote.

n. For 21,193 inmates, the yearly materials budget would exceed the amount cited as the total budget standard, when the $60/inmate standard is used.

o. Because the Standards do not quantify the Programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and bedside book delivery, summer reading club, booktalks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

p. An "x" indicates the need for Information and Reference Service.

q. An "x" indicates the need for Interlibrary Loan Services.

r. Not appropriate.

10.6 To provide specialized lending and information services to the blind and physically handicapped

Need: The project of Library Services for the Blind and Other Physically Handicapped Persons will attempt to address the reading needs of Texans who cannot read conventional print, hold a book, or turn the pages of a book because of a physical impairment. According to American Foundation for the Blind estimates, 1.4 percent of the general population is eligible for these services. This project encompasses the entire state, or 176,578 persons (based on 1976 Census estimates). For the purposes of planning this program, it is assumed that a maximum of 50 percent of the eligible population, or 88,289, will be interested in these services. (All standards referred to in this section are from Standards for Library Services for the Blind and Visually Handicapped, American Library Association, 1967. All references to "blind and visually handicapped" should be changed to read "blind and physically handicapped.")

All measures are based on the federal fiscal year.

10.6a Professional staff (15, Sections 2.1, 2.1.1, 2.1.2, 2.1.3, p.33). This standard is rejected because it is unrealistically high.

10.6b Non-professional staff (15, Sections 2.2 and 2.2.1. p.33). This standard is rejected because it is unrealistically high.

10.6c Library materials (15, Section 2.3.1, p.34).

Measure: Number of titles produced locally or acquired from non-commercial sources

Need: Number of Non-Commercial Titles Needed	Acquired in 1979	Gap
200/yr.	177	23

Plan of Action

OBJECTIVE: Increase the number of non-commercial title acquisitions by 25 titles per year

5-Year Targets: Non-commercial titles

FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
227	252	277	302	327

10.6d Library materials (15, Section 2.3.2, p.34).

Measure: Number of volumes acquired commercially

Need:

Needed Commercial Volume Acquisitions	Acquired in 1979	Gap
3,000 vols/yr.	2,978 vols/yr.	22 vols/yr.

Plan of Action

OBJECTIVE: Purchase 3,000 commercially-available volumes per year

5-Year Targets: Commercial volumes per year

FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
3,000	3,000	3,000	3,000	3,000

10.6e Bibliographical material (15, Sections 2.4, 2.4.1, p.34). This standard is rejected because it is included in Section 2.5.2

10.6f Services (15, Section 2.5.1, p.34).

Measure: Average number of book and magazine volumes circulated per active reader per year

Need:

Demand Level of Circulation	1979 Circulation	Gap
45 vols/reader/yr.	38.8 vols/reader/yr.	6.2 vols/reader/yr.

Plan of Action

OBJECTIVE: Circulate an average of 40 volumes per active reader per year.

5-Year Targets:

FY 1981	FY 1982	FY 1983
40 vols/reader/yr	40 vols/reader/yr	40 vols/reader/yr

FY 1984	FY 1985
40 vols/reader/yr	40 vols/reader/yr

10.6g Services (15, Section 2.5.2, p.34)

Measure: Average number of annual contacts between Texas State Library and each active reader (including personal contacts, telephone contacts, newsletters and other mass mailings, the mailing of catalogs and bibliographies, etc.)

Need:

Reader Contacts Needed	1979 Reader Contacts	Gap
6/reader/yr	4.6 /reader/yr	1.4 /reader/yr

Plan of Action

OBJECTIVE: Maintain an average of 4 contacts per active reader per year

5-Year Targets:

FY 1981	FY 1982	FY 1983	FY 1984
4/reader/yr	4/reader/yr	4/reader/yr	4/reader/yr

FY 1985
4/reader/yr

10.6h Services (15. Section 2.5.3 , p.35).

This standard is rejected because it deals with activities rather than results. The activities are difficult to measure, and the results are measured under Section 2.8.

10.6i Services (15, Section 2.5.4 , p. 35).

This standard is rejected because it is already included in Section 2.8.

10.6j Cooperative relationships (15, Sections 2.6, 2.6.1, p.35). This standard is rejected because it is already included in either 2.5.2 (if the library or agency is a patron) or 2.5.3 (if the library or agency is a non-patron).

10.6k Volunteers (15, Sections 2.7, 2.7.1, 2.7.2, 2.7.3, pp.35-36). This standard is rejected because it deals primarily with unmeasurable activities rather than results. The results of this standard are actually measured in Section 2.3.1, and most of the activities in 2.7 are necessary to achieve these results.

10.6l Stimulation (15, Section 2.8, p.36). This standard will be modified to read PUBLIC AWARENESS. "Actively engages in efforts to reach and serve the unserved by stimulating public awareness of the availability of library services for the blind and physically handicapped."

Measure: Number of new patrons served annually

Need: (Figures based on 1976 Census estimates)

Number of Interested Eligible Patrons	Number of Patrons Reached & Served, 1978	Gap
88,289	54,006	34,283

Plan of Action

OBJECTIVE: Reach and serve 6,000 new patrons annually

5-Year Targets:

FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
66,006	72,006	78,006	84,006	90,006

10.6m Community libraries (15, Sections 3.1 through 3.10, pp.36-38).

All these standards are rejected because need has not been established, and cannot be established in terms applicable to all community libraries.

We feel that the demand for community library services must be established by each community library on a case-by-case basis, dependent upon the needs and wishes of the local handicapped clientele. The Texas State Library's current plan of service is based on this premise. This plan has the following objectives:

(a) That certain services should be centralized at the Texas State Library in order to provide the fastest, most efficient service. These services include the day-to-day mailing of books, the coordination of volunteer recording and Brailling, tape duplication, and interlibrary loan with the Library of Congress and with other regional libraries for the blind and physically handicapped.

(b) That community libraries should provide the kinds of services that cannot be provided from a central location. For the most part, these are ongoing services at community libraries, and all that is required is to ensure that they are available to the handicapped. These services include the lending of music and art prints, general reference service, children's story hours, book discussions, and so forth.

(c) That other kinds of services should be provided through the joint efforts of the Texas State Library and community libraries, as determined by local need. These services might include such services as browsing collections of books in special formats, reference materials in special formats, the provision of optical aids, and so forth.

In order to achieve the third objective above, the Texas State Library is actively working toward educating all patrons about what kinds of services could be offered to them by their local libraries. At the same time, we are working toward acquainting all public libraries with the services available to them from the Texas State Library, if needed by their local patrons. Then each public library can respond to the needs of its local handicapped clientele. We have every reason to believe that the services needed by individual community libraries will vary greatly from one another, and for this reason, common standards for all community libraries cannot be established.

10.7 To provide direct service through regional library systems to residents of areas unserved by public libraries and to the homebound

10.7a "The community library should be part of a system of libraries with which it has a clear and official relationship." (1, Standard 2.iii., p.17)

Measure: Number and percent of persons without local library service receiving access to direct service from regional library systems through books-by-mail or deposit stations (No statewide figures are available for homebound population.)

Need:

Persons Without Local Public Library Service, FY 1979	Persons Without Access To Local Public Library Service Receiving Service Through Systems, FY 1979	Gap
613,044	156,669*	456,375
100%	25.56%	74.44%

*An additional 30,128 persons in towns with non-member libraries were provided with access to system services at the systems' option.

Plan of Action

OBJECTIVE: To provide access to direct library service through regional systems for persons unserved by local libraries

5-Year Targets: Persons with access to direct service through systems*

FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
156,669	156,669	156,669	156,669	156,669

*This represents the population of unserved counties.

10.8 To promote within the state's libraries the maintenance of staff adequate in both numbers and professional capabilities to deliver service to Texans

10.8a "The number of staff members should be sufficient to perform the duties involved in selecting, organizing, and interpreting materials, and to provide consistently efficient service at all hours when the headquarters unit and community outlet are open to the public. One staff member (FTE) should be the minimum provision for each 2,000 in the service area." (1, Standard 56, p.54)

Measure: Number of FTE's needed, at one FTE per 2,000

Need:

SYSTEM HEADQUARTERS	NEED ONE FTE PER 2,000	ACTUAL NUMBER OF FTE'S IN 1977	GAP IN NUMBER OF FTE'S
ABILENE	181	112	69
AMARILLO	156	127	29
AUSTIN	433	367	66
CORPUS CHRISTI	433	307	126
DALLAS	1,047	874	173
EL PASO	192	157	35
FORT WORTH	544	371	173
HOUSTON	1,391	1,144	247
LUBBOCK	299	172	127
SAN ANTONIO	547	245	302

Plan of Action

OBJECTIVE: To promote within public libraries the maintenance of adequate numbers of staff

5-Year Targets: FTE's

SYSTEM HEADQUARTERS	FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
ABILENE	114	117	120	123	126
AMARILLO	146	151	157	162	167
AUSTIN	425	448	470	492	514
CORPUS CHRISTI	335	356	378	399	421
DALLAS	960	1,005	1,050	1,095	1,140
EL PASO	159	167	175	183	192
FORT WORTH	397	415	433	452	470
HOUSTON	1,350	1,443	1,535	1,628	1,721
LUBBOCK	180	184	189	193	198
SAN ANTONIO	265	274	283	292	301

10.8b Library Continuing Education

An October 1977 report to the Office of Libraries and Learning Resources, United States Office of Education (16), recommended that library staff members participate in 40 hours of continuing education activities per year. Texas State Library has adopted this as a minimum. In the absence of any standard for continuing education for library trustees and advisory council members, a goal of five hours (one workshop) per year has been set administratively. (Also see 1, Standard II.vi., p.23)

Academic, Special and Public Librarians: 40 hrs. X 2,182 = 87,280 hrs.

Trustees & Council Members: 5 hrs. X 1,985 = 9,925 hrs.

Need:	Student Hours	1979 Hours	Gap
	97,205	22,730*	74,475 hrs.

*Includes 11,223 hours delivered by TSL, and 11,507 hours delivered through regional systems. The TSL figure represents 5,125 workshop hours plus 6,098 hours in connection with the Texas Conference on Library and Information Services.

Plan of Action

OBJECTIVE: To increase the number of continuing education student hours provided yearly through the State Library and through systems

5-Year Targets: Continuing education student hours

FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
20,000	20,000	20,000	20,000	20,000

10.8c To provide public libraries and trustees with instructional manuals for librarian and trustee training through self-instruction and/or workshops

Measure: Number of instructional manuals produced and distributed by the Texas State Library

Need:

Public Libraries	385 X 6 manuals/yr	= 2,310
Public Library Trustees	1,725 X 1 manuals/yr	= 1,725
Potential Number of Manuals/yr		4,035

Potential Number of Manuals	Actual 1978	Gap
4,035	3,312	723

Plan of Action

OBJECTIVE: To produce and distributesix instructional manuals per public library and one per trustee each year

5-Year Targets

FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
4,035	4,035	4,035	4,035	4,035

11. Planning, development, administrative, and other expenses for LSCA

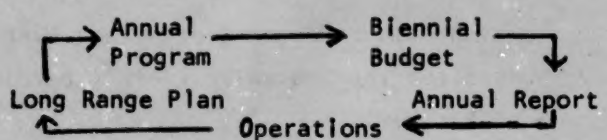
Need: Need for administrative services for the Library Services and Construction Act projects is specified in the Office of Education's General Provisions for Programs, Part 100b (17), and the Library Services, Public Library Construction and Interlibrary Cooperation, Rules and Regulations, Part 130 (18).

Plan of Action

Among the activities that support Goal A ("To expand public access to the resources of all types of libraries and to increase utilization of the resources") are the following:

- General and specialized consultation and technical assistance to libraries and to systems
- Coordination and sponsorship of continuing education activities for librarians in all types of libraries
- Grants administration
- Statewide and regional planning efforts
- Compilation and dissemination of statistics and other information from all types of libraries

These functions are not always separate and distinct from each other; frequently they might be characterized as a continuous feedback loop:



For purposes of description, however, an attempt has been made to group activities together in a logical manner in the following Plan of Action.

GENERAL ADMINISTRATION

11.1 HEW/OE General Provisions for Programs, Part 100b: State Administered Programs

Administration of subgrants and statewide projects in accordance with the above administrative and fiscal requirements creates a substantial need for personnel and associated resources.

11.2 Rules and Regulations for the Library Services and Construction Act, Part 130

Rule 130.7, Subparts (a) through (g), further define administrative activities according to which current and future needs are herein described.

11.3 LSCA Rule 130.7 (a)

Administration of the State Plan: Fiscal and administrative management of LSCA funded projects via contracts constitute the basic need. The measure of this need is contingent upon the amount of federal funds made available in any given fiscal year and the number of subgrants awarded.

11.4 "Financial compensation must be made to libraries when their resources are used in the state's network for library service." (1, Standard 13, pp. 24-25)

Need: This principle is closely adhered to in all contract negotiations between the State Library and resource centers.

11.5 BIENNIAL BUDGET

	Completion Date
In even-numbered years, prepare a biennial budget for the Statewide Library Development Program.	March 31
Submit a six-month performance and expenditure report to the Legislative Budget Board.	March 31
Submit an annual performance and expenditure report to the Legislative Budget Board.	September 30
In even-numbered years, prepare a biennial report, and in odd-numbered years an annual report, for the Statewide Library Development Program.	September 30

11.6 RULES AND REGULATIONS

In even-numbered years, receive regional System Advisory Council and member librarians' recommendations for changes or improvements in Rules and Regulations for the State Library System.	March 31
In even-numbered years, seek advice on improvements in Rules and Regulations for State Library System from Library Systems Act Advisory Board, Library Services and Construction Act Advisory Council, Major Resource Center directors, and regional system coordinators.	May 31
In even-numbered years, disseminate to the public proposed Rules for State Library System.	July 31
In even-numbered years, hold a public hearing on proposed Rules for the State Library System.	September 30
In even-numbered years, publish State Library System Rules as adopted by the Library and Historical Commission.	November 30

11.7 LSCA ANNUAL REPORT

11.7a Expenditure Reports

Review and summarize quarterly expenditure reports from subgrantees:

First quarterly report	January 31
Second quarterly report	April 30

	Complete analysis of subgrantee request for funds.	April 30
	Third quarterly report	July 31
	Complete analysis of subgrantee request for funds.	July 31
	Fourth quarterly report	September 30
	Compile state, public, and institutional library expenditure reports for the federal fiscal year.	October 31
11.7b	Audits	
	Mail audit manuals to all subgrantees.	August 31
	Request copies (second request) of all subgrant audits not received.	February 28
	Withhold funds to subgrantees failing to provide audits.	March 31
	Complete a review of all audits, expenditure reports, and equipment inventory reports for compliance with grant agreements and contracts and prepare a report of audit exceptions.	April 30
	Resolve audit exceptions and receive or make payments prior to release of new grants and subcontracts.	June 30

11.7c Inventories

Reconcile subgrantee property inventory reports with second quarterly expenditure reports.	April 30
Reconcile subgrantee property inventory reports and final expenditure reports.	October 31

11.7d Performance Reports

Complete a six-month review of subgrant performance reports and select subgrantees requiring on-site evaluation or withholding of funds.	April 30
Conduct at least three on-site evaluations of subgrantees.	August 31
Receive and summarize final subgrantee performance reports for LSCA Annual Report.	October 31

11.7e Annual Report Preparation

Prepare and submit to the U.S. Office of Education an LSCA Annual Report (performance and expenditure).	November 30

11.8 "State library agencies should provide the necessary storage of copies of important items no longer needed locally but of possible value in the future." (1, Standard 11.viii., p.24)

Need: Insufficient data are currently available to conduct a needs analysis or to formulate a plan of action. No efforts are planned at this time.

PLANNING AND EVALUATION

11.9 LSCA Rule 130.7 (b)

Statewide Planning for and Evaluation of Library Service: Needs are again administratively established and are contingent upon availability of funds. The state agency is responsible for yearly revision of planning documents. In addition, there is the need to review the long-range priorities of the state. Evaluation of library service is largely an area for research inquiry since few guidelines exist either in the literature or in the form of standards from professional associations. Current evaluation efforts are limited to traditional data on circulation, volumes, etc., which are collected annually and published in two reports. This data collection does not approach the range of data found in traditional standards, as is noted in subsequent sections of this needs assessment, and is therefore a need in its own right. (1, Standards II.v. and II.vii., p.23)

"The state library agency should disseminate, on a regular basis, information relating to the present condition of library development in the state, to significant trends across the nation, to effective practices and programs, and to statewide plans." (1, Standard II.v., p.23)

11.9a Statistics

	Completion Date
Publish Texas Academic Library Statistics for four-year public and private universities and colleges and for two-year public and private colleges.	December 31
Complete analysis of need indicators used for Statewide Library Development Program.	January 31
Complete census data analysis of LSCA priority target groups and geographical areas for LSCA Annual Program.	January 31
Complete interlibrary loan trend analysis and workload projection.	March 31
Publish Interim Report for Texas Public Library Statistics.	May 31
Publish Texas Public Library Statistics.	July 31
In odd-numbered years, publish Special Libraries Directory and Statistics.	October 31
Complete Regional Library Systems Program Cost Analysis.	September 30
Publish Institutional Libraries Statistical Report.	November 30

11.9b Planning

Complete Statistical Needs Assessment of criteria identified by LSCA Long Range Plan.	September 30

Complete goal and policy option identification for LSCA Long Range Plan.	November 30
Receive LSCA project staff recommendations regarding LSCA Long Range Plan goals, policy options, criteria, and alternate programs.	December 31
Complete draft of LSCA Long Range Plan Updates.	February 28
Seek the advice of the LSCA Advisory Council and LSCA Regional Program Officer on the LSCA Long Range Plan Updates and make appropriate revisions.	May 31
Present the LSCA Long Range Plan Updates to the Library and Historical Commission for approval.	June 30
Publish and disseminate the LSCA Long Range Plan Updates.	July 31

11.9c LSCA Rule 130.7 (g)

Strengthening the Capacity of the State Library: Texas Conference on Library and Information Services. Public Law 93-568 states, "The purpose of the White House Conference on Library and Information Services. . . shall be to develop recommendations for the further improvement of the Nation's libraries and information centers and their use by the public." Under authority of P.L. 93-568, guidelines from the National Commission on Library and Information Science mandated the involvement of the State Library Agency in a State Conference on Libraries; the State Conference provided an opportunity

for the consideration of alternative plans of action for meeting the library needs identified in the Long Range Plan and for the further identification of library needs. The Texas Conference on Library and Informations Services thus enhanced the capability of the State Library Agency to identify library needs and plans of action to meet those needs as required in an LSCA mandated Long Range Plan for Texas library development.

11.9d LSCA Annual Program

	Completion Date
Mail guidelines for preparation of regional systems' annual program and budget.	December 31
Complete preparation of application and reporting guidelines for subgrant projects such as incentive, establishment, interlibrary cooperation, etc. for inclusion in LSCA Annual Program.	March 31
Receive ten regional systems' annual program and budget.	April 30
Prepare and print a draft of an Annual Program as required in LSCA Rule 130.20.	April 30
Seek the advice of the LSCA Advisory Council and the LSCA Regional Program Officer on the Annual Program and make appropriate revisions.	May 31
Present the LSCA Annual Program to the Library and Historical Commission for approval.	June 30

Notify the Governor's Budget and Planning Office of an intent to apply for LSCA funds.	June 30
Mail system contracts for the first allotment of funding or mail a letter specifying objections to a regional system's annual program and budget.	June 30
Complete negotiations of any differences with a regional system's annual program and budget and mail system contracts for the first allotment.	August 31
Complete the A-95 Review Process in the Governor's Budget and Planning Office.	August 31
Receive approval of the LSCA Annual Program from HEW Office of Education and Regional Program Officer.	September 30
Mail application and reporting guidelines for incentive, establishment, interlibrary cooperation, etc.	September 30
Mail system contracts for second allotment of funding.	October 31
Receive applications for funding for incentive, establishment, interlibrary cooperation, etc.	November 30
Review staff recommendations for approval of subgrantee awards with the Library and Historical Commission and receive authorization for awards.	January 31
Mail contracts for subgrantee awards.	February 28

11.9e LSCA Rule 130.7 (d)

Activities of the LSCA Advisory Council: These activities are periodic and scheduled to effect maximum exposure of the council at decision-making junctures during each year.

11.9f LSCA Rule 130.7 (e)

Activities of Other Advisory Groups: Library Systems Act Advisory Board. The need exists in relation to Rule 130.7 (b) to develop a broad-based group to participate in the development of a redrafted long-range program and to further identify the needs of the state and specific responsibilities of the local, state, and federal governments.

INFORMATION DISSEMINATION

11.10 LSCA Rule 130.7 (c)

Dissemination of Information Concerning Library Services: Public awareness of library programs and services is an important issue in Texas. It was one of seven key issues developed by a special project committee funded under a grant from the Texas Committee for the Humanities and Public Policy. The issue was "visibility" and the committee found that "while libraries in Texas collectively have vast resources of information, they must face the issue of making the public aware of the services available through libraries. A great deal of progress has been made since the first Governor's Conference on Libraries in 1966. However libraries are, in a sense, in competition with numerous information-providing agencies and must aggressively find ways to provide the fullest awareness on the part of Texans of the opportunities available through the library." Promotional materials will be

produced on contract for distribution to public libraries and regional library systems.

11.10a

Plan of Action

OBJECTIVE: To distribute to public libraries a variety of promotion items through the State Library and regional library systems annually

11.10b

Plan of Action

OBJECTIVE: To collect further data with which to conduct a needs assessment

11.10c

The Texas State Library endeavors to make available at least one informational item encouraging library use each year to each of the 2,327,929 children aged five to fourteen. To this end, 248,015 Texas Reading Club informational items were supplied upon request in 1979 to 644 libraries and branches, including institutional and a few church libraries, as well as public libraries. In 1979, a manual on children's programming was also furnished to each participating library. Especially critical is assistance to local libraries serving disadvantaged children and to libraries serving populations of 25,000 and under, because of their relatively more limited resources.

Measure: Number of Texas Reading Club informational items supplied

Need:

Items Supplied in 1979	Texas Children Aged 5-14	Gap
248,015 10.65%	2,327,929 100%	2,079,914 89.35%

Plan of Action

OBJECTIVE: To increase the number of Texas Reading Club items distributed

5-Year Targets:

FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
225,000	250,000	250,000	250,000	250,000

11.10d

Need: Consultations (including technical assistance and reference questions) provided from Texas State Library and regional library systems

Source of Requests for Assistance		Number of Consultations (Potential)
1. Librarians (FTE)		
Public	1,303	
Academic	805	
School	61	
Special	74	
	2,243 x 25/yr. =	56,075
2. Other Library Staff (FTE)		
Public	2,573	
Academic	1,792	
	4,365 x 3/yr. =	13,095
3. Public Library Trustees (5 per library)		
	1,985 x 3/yr. =	5,955
4. Friends of the Library (20 per library)		
	7,700 x 1/yr. =	7,700
5. City or County Funding Authorities		
	385 x 5/yr. =	1,925
		84,750

Potential Consultations	Actual, 1979	Gap
84,750	54,180	30,570

Plan of Action

OBJECTIVE: To increase the number of persons receiving consultations

5-Year Targets:

FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
85,000	85,000	85,000	85,000	85,000

11.10e

Need: Informational materials provided from State Library and regional library systems

		Number of Persons Receiving Materials (Potential)
1. Librarians		
2,243 x 200/yr.	=	448,600
2. Other Library Staff		
4,365 x 20/yr.	=	87,300
3. Public Library Trustees		
1,985 x 20/yr.	=	39,700
4. Friends of the Library		
7,700 x 20/yr.	=	154,000
5. City or County Funding Authority		
385 x 10/yr.	=	3,850
		733,450

Potential Number of Informational Materials Distributed	Actual, 1979	Gap
733,450	535,572	197,878

Plan of Action

OBJECTIVE: To increase the number of informational materials distributed

5-Year Targets:

FY 1981	FY 1982	FY 1983	FY 1984	FY 1985
733,450	733,450	733,450	733,450	733,450

REFERENCES

1. Minimum Standards for Public Library Systems, 1966 (American Library Association, 1967).

2. Helen M. Eckard, Survey of Public Libraries: LIBGIS I, 1974 (National Center for Education Statistics, U.S. Department of Health, Education and Welfare, 1978).

3. Allan Quinn, Network Questionnaire--1977 (Texas State Library, Library Development Division, 1978).

4. Marie Shultz, unpublished preliminary report of a survey of Texas library leaders conducted as part of dissertation research. Graduate School of Library Science, University of Texas at Austin (May 1977).

5. Library Laws of Texas (Texas State Library, 1972).

6. Rules and Regulations for the State Library System, September 1, 1977 to August 31, 1979 (Texas State Library).

7. Guidelines for Audiovisual Materials and Services for Large Public Libraries (American Library Association, 1975).

8. Interim Standards for Small Public Libraries (American Library Association, 1967).

9. Standards for Texas Public Libraries (Texas Library Association, 1972).

10. Poverty in Texas, 1973 (Office of Economic Opportunity, Texas Department of Community Affairs, 1974).

11. Ed Seidenberg, Survey of Libraries in State Institutions (Texas State Library, Library Development Division, 1978).

12. First Official Draft Standards for Libraries at Institutions for the Mentally Retarded (American Library Association, 1977).

13. Library Standards for Juvenile Correctional Institutions (American Library Association, 1975).

14. Library Standards for Adult Correctional Institutions: Final Draft (American Library Association/American Correctional Association Joint Committee on Institutional Libraries, 1976).

15. Standards for Library Services for the Blind and Visually Handicapped (American Library Association, 1967).

16. Elizabeth W. Stone, Eileen Sheahan, and Katherine J. Harig, Development of a Voluntary Continuing Education Recognition System for Library/Information/Media Personnel Including Provision for Nontraditional Studies and Development of a Prototype Home Study Program, a summary of the final report completed by the Continuing Library Education Network and Exchange (CLENE) and the Graduate Department of Library and Information Science of the Catholic University of America, for the Office of Libraries and Learning Resources, U.S. Office of Education, Department of Health, Education and Welfare, Project No. 475H60125B (October 1977).

17. General Provisions for Programs: Administrative and Fiscal Requirements, Part 100b (U.S. Department of Health, Education and Welfare, Office of Education, Federal Register, Volume 38, Number 213, November 6, 1973).

18. Title 45, Public Welfare; Chapter I, Office of Education, Department of Health, Education and Welfare; Part 130, Library Services, Public Library Construction, and Interlibrary Cooperation, Rules and Regulations (Federal Register, Volume 39, Number 232, December 2, 1974).

19. Jerome D. Schein and Marcus T. Delk, The Deaf Population (National Association of the Deaf, Silver Spring, Maryland, 1974).

TABLES

Section	Title	Data Year	Page
1.1	Materials Cataloged in OCLC	1979	2-1
2.1	Interlibrary Loans	1978	2-2
3.1	Non-Resident Fees	1977	2-3
9.1d	Legally Established Libraries	1978	2-7
9.1f	Counties Appropriating Public Library Funds	1978	2-9
9.1g	County Library Appropriations	1978	2-9
9.1i	Federated Library Systems	1978	2-10
9.2a	Volumes Per Capita Within Public Library Systems	1978	2-11
9.2b	Volumes Added Per Capita Within Systems	1978	2-13
9.2d	Video Titles	1978	2-15
9.2e	Video Titles Added	1978	2-16
9.2l	Film Collection - Titles Added	1979	2-18
9.2m	Film Audiences	1979	2-19
9.2n	Circulation of All Materials	1978	2-19
9.3b	Persons Served by Public Libraries	1979	2-21
9.3c	Persons Served by Systems	1979	2-21
9.3h	Systems Reciprocal Borrowing and Interlibrary Loan	1979	2-22
9.3i	Bibliographic Tools	1979	2-23
9.3j	Supportive Services from Systems	1979	2-26
9.3k	System Exchange Programs	1979	2-27
9.3l	Direct System Circulations	1979	2-28
9.3m	Major Resource Center Volumes Per Capita	1978	2-28
10.1a	Unserved Population	1978	2-30
10.1b	Unserved Counties	1978	2-31

10.2b	Space Availability	1976	2-32
10.3a	Hours of Access	1978	2-41
10.3b	Disadvantaged Population Groups	1978	2-44
10.3d	Hearing-Impaired Population	1978	2-54
10.3e	Major Urban Resource Libraries' Collections	1978	2-55
	INSTITUTIONS FOR THE MENTALLY RETARDED		
10.5a	Book Titles	1977	2-57
10.5b	Magazine Titles	1977	2-57
10.5c	Newspaper Titles	1977	2-57
10.5d	Cassette or Disc Recordings	1977	2-57
10.5e	Film Media	1977	2-58
10.5f	Toys	1977	2-58
	JUVENILE CORRECTIONAL INSTITUTIONS		
10.5g	Book Volumes	1977	2-58
10.5h	Magazine Titles	1977	2-58
10.5i	Newspaper Titles	1977	2-59
10.5j	Film Media	1977	2-59
10.5k	Recordings	1977	2-59
	ADULT CORRECTIONAL INSTITUTIONS		
10.5m	Book Volumes	1977	2-59
10.5n	Magazine Titles	1977	2-60
10.5o	Newspaper Titles	1977	2-60
10.5p	Film Media	1977	2-60
10.5q	Recordings	1977	2-60
	OTHER ADULT INSTITUTIONS		
10.5s	Book Volumes	1977	2-61
10.5t	Magazine Titles	1977	2-61
10.5u	Newspaper Titles	1977	2-61
10.5v	Film Media	1977	2-61
10.5w	Recordings	1977	2-62
	BLIND AND PHYSICALLY HANDICAPPED		
10.6c	Non-Commercial Titles	FFY 1979	2-86
10.6d	Volumes Acquired Commercially	FFY 1979	2-87
10.6f	Circulation	FFY 1979	2-87

10.6g	Reader Contacts	FFY 1979	2-88
10.6l	New Patrons Served Annually	FFY 1979	2-89
10.7a	Persons With Access to Direct Service Through Systems	1979	2-91
10.8a	Adequate Numbers of Staff	1978	2-92
10.8b	Training for Librarians, Trustees, and Council Members	1979	2-93
10.8c	Instructional Manuals	1978	2-94
11.10c	Texas Reading Club	1979	2-107
11.10d	Consultations From Texas State Library and Regional Library Systems	1979	2-107
11.10e	Informational Materials Provided From Texas State Library and Regional Library Systems	1979	2-108

INDEX TO CHAPTER TWO

Access, public library, 10.3, 2-41
Access to direct services through systems, 10.7a, 2-91
Acquisitions, coordinated, 6, 2-6
Advisory groups, activities of, 11.9, 2-100
Annual Program, LSCA, 11.9, 2-100
Annual Report, LSCA, 11.7, 2-97
Audiences, film, 9.21, 2-19
Audiences, video, 9.2f, 2-16
Audits, 11.7, 2-98
Automated circulation systems, 8.1, 2-6

Blind, library services to the, 10.6, 2-86
Budget, biennial, 11.5, 2-96

Cataloging, of materials in OCLC, 1.1, 2-1
Circulation, automated, 8.1, 2-6
Circulations, direct system, 9.31, 2-28
Consultations from the TSL and regional library systems, 11.10d, 2-106
Coordinated acquisitions, 6, 2-6
Correctional institutions, adult, 10.5m-q, 2-59 through 2-60
Correctional institutions, juvenile, 10.5g-k, 2-58 through 2-59
Continuing Education for librarians, trustees, and council members, 10.8b, 2-93

Data bases, new information media and, 7, 2-6
Deaf, services to the, 10.3d, 2-54
Delivery of information and materials, 8, 2-6
Direct system services, 10.7, 2-91
Disadvantaged population groups, 10.3b 2-43

Exchange programs, system, 9.3k, 2-27
Expenditure Reports, 11.7, 2-97

Fees, non-resident, 3.1, 2-3

Handicapped, library services to the, 10.6, 2-86
Hearing-impaired, services to the, 10.3d, 2-54

Information media, new, 7, 2-6
Information, delivery of, 8, 2-6
Information dissemination
- informational materials provided from Texas State Library and regional library systems, 11.10e, 2-108
- State Public Information Program, 11.10a, 2-106
- reference questions in library science, 11.10d, 2-107
- Texas Reading Club, 11.10c, 2-106

Institutions, state, 10.5, 2-56
Interlibrary loans, 2.1, 2-2; 9.3h (systems), 2-22
Inventories, 11.7, 2-99

Legal bases, systems, 9.3a, 2-20
Library science reference questions, 11.10d, 2-107
Library services to residents of state institutions, 10.5, 2-56
    adult correctional institutions
        book volumes, 10.5m, 2-59
        film media, 10.5p, 2-60
        magazine titles, 10.5n, 2-60
        newspaper titles, 10.5o, 2-60
    institutions for the mentally retarded
        book titles, 10.5a, 2-57
        cassette or disc recordings, 10.5d, 2-57
        film media, 10.5e, 2-58
        magazine titles, 10.5b, 2-57
        newspaper titles, 10.5c, 2-57
        toys, 10.5b, 2-57
    juvenile correctional institutions
        book volumes, 10.5g, 2-58
        film media, 10.5j, 2-59
        magazine titles, 10.5h, 2-58
        newspaper titles, 10.5i, 2-59
        recordings, 10.5k, 2-59
    other adult institutions
        book volumes, 10.5s, 2-61
        film media, 10.5v, 2-61
        magazine titles, 10.5t, 2-61
        newspaper titles, 10.5u, 2-61
        recordings, 10.5w, 2-62

Major Urban Resource Libraries, 10.3e, 2-55
Materials, storage of, 11.8, 2-99
Media
    new information media and data bases, 7, 2-6
    video, 9.2d-f, 2-15 through 2-16
    system films, 9.2l-m, 2-17 through 2-19
Mentally retarded, library services to the, 10.5a-f, 2-57 through 2-58
Multitype cooperation, 4 and 5, 2-4 through 2-6

Network components, 3.2, 2-3
Non-resident fees, 3.1, 2-3

OCLC, materials cataloged in, 1.1, 2-1
Outreach services to residents of local institutions, 10.4, 2-56

Performance Reports, 11.7, 2-99
Persons with access to direct service through systems, 10.7a, 2-91
Physically handicapped, 10.6, 2-86
Planning, 11.5, 2-100
Planning, Development, Administrative and Other Expenses for LSCA, 11, 2-95
administration, 11.1-3, 2-95
biennial budget, 11.5, 2-96
information dissemination, 11.10, 2-105
LSCA Annual Program, 11.9, 2-100
LSCA Annual Report (Expenditure Reports, Audits, Inventories, Performance Reports), 11.7, 2-97
network contracts, 11.4, 2-96
planning and evaluation (statistics, planning, strengthening the capacity of the State Library, LSCA Annual Program, activities of advisory groups), 11.9, 2-100
Rules and Regulations, 11.6, 2-97
storage of materials, 11.8, 2-99
technical assistance from the Texas State Library and regional library systems, 11.10d, 2-107
Property Inventories, 11.7, 2-99
Public Information Program, State, 11.10a, 2-106
Public library access
Adult Basic Education, 10.3c, 2-53
College Level Examination Program, 10.3c, 2-53
facilities, physical, 10.2, 2-31
hours of access, 10.3a, 2-41
population unserved by system member libraries, 10.1a, 2-30
public library outreach services to residents of local institutions, 10.4, 2-56
space availability, 10.2b, 2-32
special services (Adult Basic Education, College Level Examination Program), 10.3c, 2-53
unserved counties, 10.1b, 2-31
unserved population, 10.1a, 2-30
urban library aid, 10.3d, 2-54
Public library systems
access to community libraries, 9.3d-f, 2-22
access to resources, headquarters, 9.3n, 2-30
administration and governance, 9.1a-c, 2-7
appropriations, county library, 9.1g, 2-9
audiovisual, other forms and devices, 9.2k, 2-17
bibliographic tools, 9.3l, 2-23
circulation of all materials, 9.2n, 2-30
community libraries, access to, 9.3d-f, 2-22
counties appropriating public library funds, 9.1f, 2-9
direct system circulations, 9.3l, 2-28
documents, government, 9.2k, 2-17
federated library systems, 9.1i, 2-10

film audiences, 9.2m, 2-18
film collection; titles added, 9.2l, 2-17
functions related to governance, 9.1c, 2-7
government documents, 9.2j, 2-17
grants-in-aid, 9.1h, 2-10
headquarter units of library systems, 9.3g, 2-22
headquarters access to resources, 9.3n, 2-30
indexing services, 9.2i, 2-17
legally established libraries, 9.1d, 2-7
Major Resource Centers; volumes per capita, 9.3m, 2-28
materials, circulation of, 9.2h, 2-17
pamphlet collections, 9.2g, 2-17
periodicals, 9.2h, 2-17
persons served by public libraries, 9.3b, 2-20
persons served by system member public libraries, 9.3c, 2-21
recordings per capita, 9.2c, 2-14
reference questions, 9.2o, 2-20
regional/subregional public library systems, 9.3, 2-20
supportive services for systems, 9.3j, 2-25
system exchange programs, 9.3k, 2-27
systems, federated library, 9.1i, 2-7
systems legal bases, 9.3a, 2-20
systems reciprocal borrowing and interlibrary loan, 9.3h, 2-22
video audiences, 9.2, 2-10
video titles, 9.2d, 2-15
video titles added, 9.2e, 2-16
volumes added per capita within systems, 9.2b, 2-13
volumes per capita within public library systems, 9.2a, 2-11
Public libraries, persons served by, 9.3b, 2-20

Reciprocal borrowing, 9.3h, 2-22
Regional library systems, informational materials from, 11.10e, 2-108

Specialized lending and information services to the blind and physically handicapped, 10.6, 2-86
bibliographic material, 10.6e, 2-87
circulation, 10.6f, 2-87
community libraries, 10.6m, 2-89
contacts with non-patrons, 10.6h, 2-88
cooperative relationships, 10.6j, 2-89
new patrons served annually, 10.6l, 2-89
non-commercial titles, 10.6c, 2-86
other staff, 10.6b, 2-86
professional staff, 10.6a, 2-86
reader contacts, 10.6g, 2-88
volumes acquired commercially, 10.6d, 2-87
volunteers, 10.6k, 2-89
Staff, adequate numbers of, 10.8, 2-92

State institutions, 10.5, 2-56
State Public Information Project, 11.10a, 2-106
Statistics, 11.9, 2-7
Strengthening the capacity of the State Library, 11.9, 2-100
Summer Reading Club, (see Texas Reading Club)
System member public libraries, persons served by, 9.3c, 2-21
Systems, public library, 9, 2-7
Systems, supportive services for, 9.3j, 2-25

Texas State Library, consultations from, 11.10d 2-107
Technical assistance from the Texas State Library and regional library systems, 11.10d, 2-107
Texas Reading Club, 11.10a, 2-106
Training for librarians, trustees, and council members (see Continuing Education)

Urban library aid, 10.3e, 2-55

Volumes per capita, Major Resource Center, 9.3m, 2-28

CHAPTER 3

EVALUATION AND CRITERIA

Each regional public library system receiving Title I funds will be required to submit evaluation reports according to the attached instructions. Also the "LSCA Title III Evaluation Outline" will be submitted by each Title III subgrantee to the State Library on the dates specified in the outline. Failure to submit these evaluation reports will be construed as defaulting on the contract. It is not intended that projects failing to impact on the target population should be continued for the sake of fulfilling contract obligations. The evaluation report outlines specify that a subgrantee may update or revise goals, objectives, and the methods of accomplishing these objectives (activities) (1) by describing the problems encountered in implementing the project, and (2) by stating new goals, objectives, and/or activities.

The third attachment is a monthly statistical reporting form to be distributed to the regional public library systems. Data submitted on these forms will provide the State Library with information relating to the rate of grant expenditure, number and type of liaison contacts, number and type of materials acquired, and other statistics relevant to the systematic development of the systems program.

Each Title I "Video Network Project" subgrantee will complete the attached statistical form and will submit it monthly to the State Library. Such data will provide the State Library with consistent measures for evaluating the statewide impact of those programs.

The attached "Statistical Data Sheet/Systems Application Form" is distributed annually to all public libraries in Texas. Collected data assist the State Library in comparing and evaluating the state of development of public libraries and in deciding if libraries meet the criteria for membership in the Texas Library System.

Also included is the property inventory form to be implemented in FY 1980. All nonexpendable property purchased with grant funds and with an acquisition price of more than $50 is to be reported to the Texas State Library. In addition, the disposition report form for property purchased with federal and state funds is attached.

In addition to the staff review of these regularly-submitted documents, the Texas State Library will designate an evaluation team to validate these reports through on-site visitations. The team will review with the project director and and other local participants the project accomplishments, problems, and project management procedures. Written reports will be filed with the State Library and subgrantee following each visitation. Summary copies will be distributed to other appropriate persons and groups participating in the project. An outline of the questions included on the on-site visitation report will be distributed to each project director prior to the visitation.

To make such evaluative information available, a central file of exemplary projects will be maintained by the Library Development Division so that packages describing the positive and negative experiences of libraries can be distributed to interested persons.

SYSTEM EVALUATION REPORTS
SFY 1980

Each major resource system submitted a Statement of Objectives form with each project proposal submitted for funding in FY 1980. The Statement of Objectives forms for each project and the Standardized Reporting form will be due at the Texas State Library two (2) weeks after the close of each month. The Narrative Evaluation Reports will be due on the following dates:

(1) September 1, 1979 to February 28, 1980 — DUE March 15, 1980

(2) March 1, 1980 to August 31, 1980 — DUE September 30, 1980

Goals and Objectives

In the narrative portion of the evaluation report, each system has the opportunity to revise its goals and objectives. If certain goals or objectives are found to be unrealistic or unattainable, an explanation of the reasons for deleting or modifying the objectives should be given. Revised objectives should be included on the Statement of Objectives form so that future progress toward meeting these objectives can be assessed.

Activities

A description of the activities which are taking place and an assessment of the success and appropriateness of these activities should be included in the narrative portion of the quarterly evaluation report. The assessment of activities should include benefits or reactions which could not have been predicted.

(1) State the major activities which have taken place and assess their success.

(2) Identify the organizational and operational problems encountered in providing the service and solutions reached.

(3) Submit two copies of all non-promotional materials and workshop packets produced. Exemplary promotional materials should be submitted in duplicate with the evaluation reports (only one copy of the evaluation report should be submitted). Workshop packets may be submitted immediately following each workshop in accordance with Publications Clearinghouse Guidelines.

LSCA TITLE III EVALUATION OUTLINE
FFY 1979

Please complete the following outline for Title III Grant Evaluations which are due for the following periods:

September 1, 1980 to February 28, 1981 — DUE March 31, 1981

March 1, 1981 to August 31, 1981 — DUE September 15, 1981

PROCESS OF IMPLEMENTING PROJECT

I. A. What program(s) have been implemented? Describe the activities that have occurred for each program or component.

B. Relate the program activities to the stated objectives.

C. Describe the workload measures accomplished (e.g., number of books processed, number of films purchased, etc.).

D. Which activities have been accomplished on schedule as set out in the proposal?

E. Which activities have been carried out in a different manner from the outline established in the proposal?

F. What staffing has been established? What adjustments are needed?

II. A. Have any objectives been revised or deleted? If so, why?

B. What impediments or problems in implementing the project have arisen?

C. How will you adjust activities to meet problems in the next quarter?

IMPACT OF PROJECT

I. A. How much service has been given? (number of users reached, etc.) If this is a research project, what exposure to the project has been experienced by others?

B. What is the unit cost $\left(\frac{\text{Total Dollars Expended}}{\text{Number of Service Units}}\right)$ of the service?

C. Is the monitoring system for evaluation purposes sufficient to assess impacts. Are there any proposed changes (in data collected, time frame for collection etc.)?

D. Have there been unanticipated effects of the project?

II. A. What alternative methods of implementing this project have been identified that might possibly be tested in this or another project?

B. Through this phase of the operation construct a timetable for implementation that could be disseminated to other libraries or agencies.

C. Include two (2) copies of promotional materials and/or publicity produced as a result of this project.

STATISTICAL REPORTING FORM FOR SYSTEMS IN SFY 1980

INSTRUCTION SHEET

This form is an attempt to collect uniform statistics from all ten regional public library systems. The information supplied on this standardized form will be used to report to the Legislative Budget Board progress made toward meeting system objectives. Please complete this form monthly and submit it to the Texas State Library within two (2) weeks after the end of each month.

GENERAL INSTRUCTIONS FOR COMPLETING THE STATISTICAL REPORTING FORM

Do not attempt to correct or amend the previous month's reporting form. If corrections are necessary, make the appropriate adjustments in the following month's report.

Report the statistics appropriate to the specific month being reported; do not attempt to cumulate the statistics from the beginning of the fiscal year. For example, if you receive 1,000 books in January and 3,000 books in February, you would report 1,000 books received in January and 3,000 books received in February.

Please be careful to avoid doublecounting of statistics, while at the same time avoiding gaps in counting.

SPECIFIC INSTRUCTIONS FOR COMPLETING THE STATISTICAL REPORTING FORM

Lines 1-2 Number of Materials Received

Please report only materials which have actually been received at your library. Do not report materials which have been ordered since many orders are cancelled. Because we need to ensure that all materials purchased or leased with system funds are counted, report in the first months of any fiscal year those materials which were ordered and invoiced under the previous year's grant. For example, if $1,000 worth of materials ordered with the FY 1979 system grant are received in November, 1979 (during fiscal year 1980), please report those materials in your November, 1979, report. In this manner, we will ensure a continuous count of all materials obtained with grant funds.

Line 1 Number of Books Received

LIBGIS states that a mongraphic volume is a "physical unit of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding, or portfolio, hardbound or paperbound, which has been cataloged, classified, and/or made ready for use." Under this definition, the Books In Print and the Subject Guide To Books In Print would be counted as six volumes or six pieces of library material.

Line 4 Number of Periodical Subscriptions

Count the number of periodical subscriptions paid for with system funds and not the number of individual issues in a periodical series.

Line 9 Number of Books Leased Commercially

Please report the number of materials received by each library from the commercial vendor. If new titles are received monthly, then these new titles should be reported on each month's report. You can report this statistic once at the beginning of the year based on the total of each library's anticipated inventory.

Line 10 Number (Estimated) Pieces Of Microform Received

Count each item of microfilm, microfiche, and microcard as an individual item and report on each item. If you subscribe to NUC on microfiche, you would count each invidiaul piece as a separate purchase. Because of the large number of microfiche in a single title such as the NUC, you may count the number of microfiche per inch and then multiply by the number of inches received. This measure would not include the microforms produced by the system, such as a COM catalog of system member holdings.

Line 13 Number of Persons Targeted With Books-by-Mail

This measure should only be reported once. It would consist of the number of persons who potentially would be eligible to use this service. Usually, the service would be directed to persons residing in counties without public libraries and/or in part of counties without library service. If you are estimating your potential user group, write "est." beside the statistic.

Line 14 Number of Catalogs Distributed

Please include also the number of update catalogs distributed to books-by-mail patrons.

Line 15 Number of Materials Circulated

This measure would include the number of materials circulated to books-by-mail patrons from the books-by-mail collection.

Lines 17-18 Number of Film Showings and Number of Persons Attending

Please include the number of film showings and the number of persons attending film programs in their appropriate columns. 16mm film showings and attendance count should be reported for all system owned films and for all films obtained with system funds in the Major Resource Center city as well as in other system member libraries.

Lines 19-22 Number of System Circulations

The number of materials circulated by the system to Texans is an extremely important system performance measure listed in the zero-based budget. Please report on the number of times materials circulated to citizens from such special collections as rotating and extension loan collections; large-print collections which are available to libraries on a circuit; filmstrips, cassette and art print collections on a circuit; and direct circulations through reciprocal borrowing. Do not include statistics from 16mm film showings, video tape showings, or persons who are attending special programs in this category.

Line 23 Special Programming

If the system sponsors or prepares cultural exhibits, puppet shows, adult programs, or displays, the system should report the number of persons who attend these special events. Do not count the persons in this category if they have already been reported under #18 (Number of Persons Attending Film Showings).

Line 24 Number of Workshops Held

If a single workshop (such as a workshop on puppetry) was held in three (3) locations, please count it as three workshops.

Line 25 Number of Persons Attending Workshops

Count all the persons attending the workshops in all the locations in which the workshop was held. Do not include in this category the number of staff persons from the system office who attend workshops.

Line 27 Number of Persons Attending System Business/Planning Meetings

Please include in this category the number of persons attending system advisory council meetings (including the number of council members attending) and persons attending system membership meetings to discuss annual and long-range plans, system policies, and other items of system business. If the system is divided into geographical regions, please include the number of persons who attend each of the geographical planning/business meetings.

Line 28 Number of Persons Receiving Technical Assistance During Personal Consultations

This measure includes the number of persons contacted by a system staff person during on-site visits on meetings held in the system office. Please include personal contacts made by all system personnel and by MRC personnel who are doing specialized consulting. Include the number of people who attend presentations, group sessions, and speeches, such as presentations made to a civic organization or Friends group, a commissioners court, or to a county library association. Do not include in this category the number of persons who are attending an official system planning/business meeting.

Lines 29-30 Number of Persons Receiving Technical Assistance Handled by Telephone or Mail

In these two measures you would include the number of persons contacted regardless of whether you initiate the contact or whether you are responding to an inquiry. Please include the number of persons contacted by all system personnel and MRC personnel who are representing the system. Under #29, you would include all general correspondence to system member librarians, advisory council members, lay representatives, and board members (excluding newsletters, library promotional materials, and informational bulletins) in which you are conveying information about the system program or activities. Please note that you are reporting on the number of persons who receive the information and not the number of informational requests.

Line 31 Number of Professional Librarianship Collection Materials Circulated From System Office

A system should report the materials circulated by the system office which are not in the books-by-mail collection, except in those instances where these requests are reported as interlibrary loan transactions.

Line 34 Other Informational Materials

In this cateogory, you would include such materials as book selection lists, informational bulletins, or special catalogs which were not included in #29 (Correspondence); #31 (Professional Librarianship Materials); #32 (Pieces of Promotional or Public Relations Materials); or #33 (Newsletters).

STANDARDIZED REPORTING FORM FOR REGIONAL SYSTEMS IN SFY 1980

Name of Reporting System or Area library: _____

Month: _____

		YEARLY TARGET AS OF AUGUST 31, 1980	THIS MONTH'S PERFORMANCE
MATERIALS ACQUISITION INFORMATION:			
1.	Number of Books Received	_____	_____
2.	Number of 16mm Films Received	_____	_____
3.	Number of 8mm Films Received	_____	_____
4.	Number of Periodical Subscriptions Received	_____	_____
5.	Number of Cassettes Received	_____	_____
6.	Number of Art Prints Received	_____	_____
7.	Number of Video Tapes Received	_____	_____
8.	Number of 16mm Films Leased	_____	_____
9.	Number of Books Leased Commercially	_____	_____
10.	Estimated Pieces of Microform Received	_____	_____
11.	Number of Filmstrips Received	_____	_____
12.	Other Materials Received *(Please identify on a separate sheet)*	_____	_____
BOOKS-BY-MAIL PROGRAM:			
13.	Number of Persons Targeted	_____	_____
14.	Number of Catalogs Distributed	_____	_____
15.	Number of Materials Circulated	_____	_____
16.	Number of Materials Purchased for Circulation to Patrons	_____	_____
FILM SERVICE:			
17.	Number of Film Showings	_____	_____
18.	Number of Persons Attending Film Showings	_____	_____

		YEARLY TARGET AS OF AUGUST 31, 1980	THIS MONTH'S PERFORMANCE
SYSTEM CIRCULATIONS:			
19.	Number of 8mm Films Circulated	_____	_____
20.	Number of Books Circulated to Residents From Extension Loan, Rotating, and Circuit Collections	_____	_____
21.	Number of Materials Circulated To Residents Through Reciprocal Borrowing	_____	_____
22.	Number of Non-Print Materials (i.e. cassettes, filmstrips, art prints) Circulated to Residents *(do not include 8mm or 16mm films)*	_____	_____
SPECIAL PROGRAMMING:			
23.	Number of Persons Attending Special Programs Sponsored by the System *(excluding film viewers)*	_____	_____
TECHNICAL ASSISTANCE TO LIBRARIANS, TRUSTEES, PUBLIC OFFICIALS AND CITIZENS			
24.	Number of Workshops Held	_____	_____
25.	Number of Persons Attending Workshops	_____	_____
26.	Number of Student Hours *(number of persons attending x number of workshop hours)*	_____	_____
27.	Number of Persons Attending System/Business Planning Meetings	_____	_____
28.	Number of Persons Receiving Technical Assistance During Personal Consultations	_____	_____
29.	Number of Persons Receiving Information by Mail	_____	_____
30.	Number of Persons Receiving Information by Telephone	_____	_____
31.	Number of Professional Librarianship Collection Materials Circulated from the System Office	_____	_____
32.	Number of Pieces of Publicity Distributed	_____	_____
33.	Number of System Newsletters Distributed	_____	_____
34.	Number of Other Informational Materials Distributed *(exclude items in #29, 31, 32, and 33)*	_____	_____

Send Completed Form Each Month To:

Texas State Library
Planning & Management Department
Box 12927/Capitol Station
Austin, Texas 78711

TEXAS STATE LIBRARY

LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING

BOX 12927 CAPITOL STATION

AUSTIN, TEXAS 78711

DORMAN H. WINFREY
DIRECTOR AND LIBRARIAN

TEXAS LIBRARY AND
HISTORICAL COMMISSION

MEMORANDUM

TO: State Institution Librarians

FROM: Ed Seidenberg, Consultant ES

DATE: August 20, 1979

RE: Library Materials Grant Program Requirements

The Texas State Library will again conduct a materials grant program to provide library books, periodicals, and audiovisuals for residents of state institutions. Under this program, eligible institutions may order these materials through the State Library. Approximately $40,000 of federal LSCA funds is budgeted for this program.

To be eligible to participate, an institution must complete and file two documents with the State Library:

1) The FY 1979 Library Expenditure Report, and
2) The Survey of Library Service to Residents.

Copies of these forms are enclosed and must be returned by October 15, 1979.

The completion of these documents is an important component in the reporting which the State Library must do every year to the Department of Health, Education, and Welfare. The information and statistics collected must be sent to Washington to receive the federal monies which fund this program. While I have attempted to revise the survey and eliminate unnecessary information, most of the information requested is needed to compare institutional library services to adopted standards and to report this information to the federal government.

All institutions which file these reports will be eligible for a basic allocation of $250.00. In addition to this basic amount, those institutions which report an expenditure of state funds for resident library materials will be awarded an additional allocation on a pro-rated matching grant formula. These funds may be used to order library books, subscriptions and audiovisuals for use by residents in those institutions with a demonstrated need. Federal regulations prohibit the expenditure of these funds where a deficiency cannot be demonstrated.

An Equal Opportunity Employer

An additional copy of each form is enclosed for your files. In completing the survey, it may be helpful to refer to copies of the survey which were done for previous years. Contact my office if you need copies of older surveys.

Those institutions which are awarded an allocation will be notified in December, 1979. Specific ordering procedures will be sent to eligible institutions.

Although it is anticipated that the funds will be available in early 1980, legislative action or inaction may delay or postpone the program's timetable.

At the end of the survey form is a questionnaire which is designed to aid me in evaluating the present type of program and planning possible new programs. Your comments will be most appreciated.

If I may be of assistance to you, please contact me at 512/475-4110 or TexAn 822-4110.

Please return the forms by October 15, 1979 to

Ed Seidenberg
Institutional Consultant
Texas State Library
Box 12927/Capitol Station
Austin, Texas 78711

TEXAS STATE LIBRARY

LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING

BOX 12927 CAPITOL STATION

AUSTIN, TEXAS 78711

DORMAN H. WINFREY
DIRECTOR AND LIBRARIAN

TEXAS LIBRARY AND
HISTORICAL COMMISSION

1979

EXPENDITURE REPORT

A report of your resident library's expenditures covering the State Fiscal Year (September 1, 1978 - August 31, 1979) is due at this time.

To be eligible to receive an allocation of funds under the Centralized Acquisitions for State Institutions Program, this report must be submitted, even if no state funds were expended.

Please report only state funds expended for library services to residents. Do not include any revenue-sharing funds. The institution certifies that this report does not reflect any federal funds or state funds being used as matching funds for any other federal program.

* * * * *

RESIDENT LIBRARY EXPENDITURES FOR FY 1979 for

_____, _____, Texas.
(Name of Institution) (City)

Salaries and Wages. . . . . $ _____

Books and Periodicals . . . . . $ _____

Audiovisual Materials . . . . . $ _____

Office Equipment. . . . . $ _____

Audiovisual Equipment . . . . . $ _____

Other Expenses. . . . . $ _____

Contracts (please specify). . . . . $ _____

_____

TOTAL $ _____

Please return one signed copy of this report by October 15, 1979, to Ed Seidenberg, Library Development Division, Texas State Library, Box 12927 Capitol Station, Austin, Texas, 78711. Thank you for your prompt attention and cooperation.

_____ _____
NAME (signature) TITLE

_____
NAME (typed or printed)

SURVEY
OF
LIBRARY SERVICES TO RESIDENTS OF STATE INSTITUTIONS
DURING FISCAL YEAR 1979

Note: To be eligible to receive a materials grant during FY 1980, the institution must submit this survey to the Texas State Library by October 15, 1979.

_____

NAME OF INSTITUTION

I. GENERAL INFORMATION

A. Population

Ages 0-14 _____

15-24 _____

25-64 _____

65+ _____

TOTAL _____

B. Type of population (Indicate approximate number or percentage of residents by predominant characteristic.)

Mentally Retarded _____

Physically Handicapped _____

Blind or Visually Impaired _____

Deaf _____

Chronically Ill _____

Mentally Ill _____

Delinquent _____

Other (Specify) _____

TOTAL _____

II. LIBRARY SERVICES

A. Does the institution operate or provide a library

for residents? YES____ NO____

for staff? YES____ NO____

Are these separate libraries? YES____ NO____

B. Does the institution provide library services for its residents with the assistance of outside agencies, such as city or county libraries, regional library systems, bookmobiles, civic groups, or volunteers?

YES____ NO____

If services are provided in this manner, please attach a brief narrative description.

Note: If the institution does not provide library services to its residents, place a check in the box. ☐

You may turn to the end of this form and sign.

C. Facilities

1) Library location _____

2) Number of square feet _____

3) Number of seats _____

4) Total hours per week library is open to residents _____

D. Materials Inventory

1. Monographs

a) Number of volumes at beginning of year _____

b) Number of volumes added _____

c) Number of volumes withdrawn _____

d) TOTAL (a+b-c) _____

2. Periodical Subscriptions

a) Number of current periodicals subscriptions titles purchased _____

b) Number of current newspaper subscription titles purchased _____

c) Total number of subscriptions (including duplicates) purchased _____

d) Number of donated books used _____

e) Number of donated periodicals used _____

3. Non-Book Materials (Please count by physical item - reel, strip, slide, tape, etc.)

	Holdings	Number of Circulations	Number of Viewers
a) Filmstrips	_____	_____	_____
b) Film loops	_____	_____	_____
c) 16mm Films	_____	_____	_____
d) Recordings (discs and tapes)	_____	_____	_____
e) Games and toys	_____	_____	_____
f) Slides	_____	_____	_____
g) Microforms (reels and microfiche)	_____	_____	_____
h) Video tapes	_____	_____	_____
i) Other (specify)	_____	_____	_____

4. Circulation

a) Audiovisual Circulation Total _____

b) Book Circulation Total _____

c) Periodicals Circulation Total _____

d) GRAND TOTAL CIRCULATION _____

E. Audiovisual Equipment

Please list the number of items held on the library's inventory. Do not list equipment assigned to classrooms, etc.

a) Teaching machines _____

b) 16 mm film projectors _____

c) Screens _____

d) Filmstrip projectors _____

e) Filmstrip viewers _____

f) Cassette recorders _____

g) 8mm Projectors _____

h) Slide projectors _____

i) Overhead projectors _____

j) Record players _____

k) Headphones _____

l) Videocassette players _____

m) Other (specify) _____

F. Library Staff

1) Name of person responsible for library _____

2) Official title _____

3) Number of hours per week assigned to library _____

4) Annual Salary _____

5) Education background
   a) Highest grade or degree _____

   b) Number of library science credits _____

6) Number of residents working in library _____

7) Number of volunteers working in library _____

8) Number of paid staff working in library _____

G. Library Budget
Indicate sources of funds of the library's budget by amount.

State Funds

from institution budget $_____

from school district budget $_____

from canteen funds, etc. $_____

Federal Funds (specify source) $_____

Monetary Donations $_____

Other (specify) $_____

TOTAL $_____

(please cite figures which will equal the amount reported on the enclosed expenditure report.)

H. Library Programs

1) Are the following library services offered to your residents?

Information and Reference Service YES _____ NO _____

Library Orientation YES _____ NO _____

Reader Guidance YES _____ NO _____

Booklist Preparation YES _____ NO _____

Book Cart and Bedside Book Delivery YES _____ NO _____

2) Does the library provide the following programs for residents?

Exhibits and Displays YES _____ NO _____

Book Talks to Groups YES _____ NO _____

Field Trips YES _____ NO _____

Summer Reading Club YES _____ NO _____

Story Telling YES _____ NO _____

Discussion Groups YES _____ NO _____

Film or Filmstrip Programs YES _____ NO _____

Recorded Music Concerts YES _____ NO _____

Art or Drama Activities YES _____ NO _____

Current Events Programs YES _____ NO _____

Puppet Shows YES _____ NO _____

Others (specify) YES _____ NO _____

3) Are materials not owned requested for residents on interlibrary loan?

YES _____ NO _____

Number of requests per year_____

4) How frequently may residents visit the library?

_____

5) If some residents are not able to visit the library, how is service provided?

_____

6) How do residents provide feedback on library services?

_____

7) In the organization structure, in what department and division is the library?

_____

III. NARRATIVE

Please describe what are perceived to be the greatest needs of the library program.

The State Library will host another meeting of state institution librarians. Possible discussion topics include funding, materials selection, institutional policies, cooperation and programming. The meeting would also provide an opportunity for the institutional librarians to share problems, solutions, and ideas. Would you be permitted to attend? What other matters of business would you like to discuss?

THANK YOU FOR YOUR COOPERATION

_____
Name of Person Completing Survey (please type)

_____
Title

_____ _____
Telephone Number TexAn Number

_____
Date

QUESTIONNAIRE

The purpose of this questionnaire is to gather information about the opinions of institutional librarians regarding funds from the State Library. This poll will be used in evaluating the centralized acquisitions type of program and to plan future programs to improve institutional services. You are welcome to write me and more fully explain your opinions if you feel so inclined.

Background

The following background information is provided to enable you to see the scope of institutional services in Texas.

The following agencies operate institutions:

Texas Department of Mental Health and Mental Retardation
14 Schools for the mentally retarded (13 have libráries)
10 Mental Hospitals (9 libraries in 8 institutions)

Texas Department of Health
1 Chest Hospital

Texas Commission on Indian Affairs
1 Indian Reservation

Texas Department of Corrections/Windham School District
16 prison units with libraries

Texas Youth Council
6 institutions (5 have libraries)

Texas School for the Blind
1 library

Texas School for the Deaf
1 library

With the exception of the Department of Corrections, all libraries are operated by the local institutions; that is, the institutional librarian is hired and supervised by the local facility without liaison with the central administration of the agency.

The program offered by the State Library involves the centralized purchase of books, periodicals and audiovisual materials because state regulations prohibit the transfer of funds, as grants, from one state agency to another. Funds are allocated to each institution in the following way: 1) each institution which completes and files the expenditure report and survey receives an allocation of $250.00; 2) those institutions which have spent state funds for library materials will receive a percentage matching allocation in addition to the basic allocation (for 1979, the percentage was about 55%). Thus in 1979 an institution which expended $1,000.00 in state funds for resident library materials received an allocation of $800.00 ($250.00 + $550.00).

Listed below are a number of alternative formulas for allocating funds to institutions. Indicate the formula which, in your opinion, is best. If you wish you may rank these in your order of preference.

_____ *current method (basic allocation and incentive match)*

_____ *incentive match only, based on the institution's expenditure of state funds (i.e., if no funds were spent, no allocation would be awarded)*

_____ *equal allotments to each eligible institution (i.e., if 15 institutions are eligible, each would receive 1/15th of the total available funds)*

_____ *per capita allotments, based on the population (i.e., an institution with 1000 residents would receive twice as much as another with 500 people)*

_____ *allotments of large amounts to two or three institutions which have very inadequate library services; the institutions might be chosen on the basis of plans for improvement which would be similar to grant applications (i.e., three institutions would receive about $12,500.00 each and the others would receive nothing)*

_____ *rather large allotments to five to seven institutions on a yearly rotating basis (i.e., every 3 or 4 years each institution would be in line for a grant of about $6,000.00)*

_____ *other method, please explain* _____

_____

_____

This type of program to improve institutional library services has been funded for a number of years.

a) *Do you think the incentive approach to allocating funds has had any impact on increasing your funding from the institution?*
YES ____ *NO* ____ *DON'T KNOW* ____

b) *Do you think the materials purchased under this program have improved library services?*
YES ____ *NO* ____ *DON'T KNOW* ____

c) *Have the materials purchased under this program increased the interest of your residents in your library and its services?*
YES ____ *NO* ____ *DON'T KNOW* ____

d) *Are the administrators of your institution, especially those that make decisions regarding your budget, aware of this program?*
YES ____ *NO* ____ *DON'T KNOW* ____

e) *Do you think the State Library should seek a change in legislation to allow it to give grants to institutions for equipment or staff? This would probably not mean an increase in the amount of funds available, merely a different method of distributing the funds.*
YES ____ *NO* ____ *DON'T KNOW* ____

A suggestion has been made to fund a different type of project and I would like your opinions about it. The proposed program would fund, for approximately three years, a library coordinator/consultant position in the central office of Texas Department of Mental Health/Mental Retardation. The coordinator would work with the agency's librarians to increase their skills, to raise their budgets, and to improve resident library service generally. The program would be designed as a demonstration project; that is, if successful, the Department would be expected to add this position to its staff at the end of State Library funding.

Your comments are invited.

In what ways could the State Library assist you in solving your problems, and improving library services to your residents?

Thank you for your comments.

Please return by October 15, 1979 to

Ed Seidenberg, Institutional Consultant
Texas State Library
Box 12927/Capitol Station
Austin, Texas 78711

_____

(Name of Institution)

MONTH _____

LIBRARY _____

Video Project

Monthly Statistics

In-House Viewing:

Number of circulations _____
Audience Type:
Children (Under 12) _____
Young Adult (13-17) _____
Adult (18 and over) _____

In-House Programming:

Number of programs _____
Number of videocassettes used _____
Audience Type:
Children (Under 12) _____
Young Adult (13-17) _____
Adult (18 and over) _____

Loan to Patrons:

Number of circulations _____
Audience Type:
Children (Under 12) _____
Young Adult (13-17) _____
Adult (18 and over) _____

Type of agency loaned to:

Institution _____
School _____
Club or Organization _____
Other _____

MRC Code_____ 1970 Pop_____

Do not write above this line 1976 Pop

General Statistics/Information Report

(*See Instructions, p. 2*)

1. Your library's local fiscal year begins_____and ends_____.
2. This is an application for ___ new System membership or ___ continuing System membership.
   ___ This is not an application for System membership.
3. Library Name _____ 4. County_____
5. Mailing Address (include city and zip code)_____
6. Street Address _____ Area Code_____ Telephone Number _____
7. Head Librarian's Name Miss Ms. Mrs. Mr. (*circle one*)_____

8. Categories of Expenditures (*see Instructions, pp. 3-9*)	Expenditures by Category in FY 1979 (*including governmental in-kind contributions, if any*)	Governmental In-Kind Contributions by Category in FY 1979 (*if reported in expenditures column*)
a. Books	$_____	$_____
b. Periodicals	$_____	$_____
c. Audiovisual Materials	$_____	$_____
d. Salaries and Fringe Benefits	$_____	$_____
e. Equipment	$_____	$_____
f. Utilities	$_____	$_____
g. Other Expenses	$_____	$_____
h. Total	$_____	$_____

9.	Expenditures by Source of Funds in FY 1979 (*including governmental in-kind contributions if any*)	Governmental In-Kind Contributions by Source of Funds in FY 1979 (*if reported in expenditures column*)
a. City or Cities	$_____	$_____
b. County or Counties	$_____	$_____
c. Other Sources	$_____	
d. Total	$_____	$_____

Did your library receive funds from more than one county in FY 1979? ___YES ___No

If yes, then list the counties and the amounts:_____

11. REVENUE-SHARING FUNDS SPENT: EXPENDITURES BY SOURCE OF FUNDS IN FY 1979
(*See Instructions, p. 9*)

a. City Revenue-Sharing Funds $_____

b. County Revenue Sharing Funds $_____

---

12. SPECIAL GRANTS AND EXTRAORDINARY EXPENDITURES
(*See Instructions, pp. 10-11*)

a. Number of special grants received in FY 1979_____

b. Total expenditures from special grants, FY 1979 $_____

c. Total extraordinary expenditures, FY 1979 $_____

Source(s):

13.

LIBRARY STAFFING AND ANNUAL SALARIES AS OF JANUARY 1, 1980 (*See Instructions, pp. 12-13*)

	Number of Budgeted Positions	Total Budgeted Hrs. Per Week	Total Annual Budgeted Salaries	# of Vacant Budgeted Positions	Entry-Level Salary	# of Persons with ALA accredited MLS
a. Head Librarian		hrs.	$		$	
b. Other Librarians		hrs.	$		$	
c. Other Professional Staff		hrs.	$			
d. Technical, Clerical and Other Support Staff		hrs.				
e. TOTALS (sum of 10a through 10d)		hrs.				

14. Does your library have one staff member who is employed in library duties at least 20 hours per week? ___YES ___NO Does your library have one staff member who is employed in library duties at least 30 hours per week? ___YES ___NO

15. Does your library's head librarian have a valid 1980 County Librarian's Certificate from the State Board of Library Examiners? ___YES ___NO
If no, is application pending ___YES ___NO

16. Number of branches operating as of January 1, 1980 (*See Instructions, p. 14*) _____

17. Number of bookmobiles in use as of January 1, 1980 . . . . . _____

18. Number of stations operating as of January 1, 1980 . . . . . _____

19. Does your library have a telephone with a listed number? ___YES ___NO

ANNUAL REPORT/SYSTEM MEMBERSHIP APPLICATION FORM

Materials and Services Report

LIBRARY NAME: _____ CITY: _____

	# of Titles (a)	# of Vols. or Items Held (b)	# of Vols. or Items Circulated (c)
1. Bookstock (Including Bound Periodicals) (*See Instructions, pp. 15-16*)		(Vols)	(Vols)
2. Uncataloged Paperbacks (*Instructions, p. 16*)		(Vols)	(Vols)
3. Unbound Periodicals (*Instructions, p. 17*)		(Vols)	(Items)
4. Books on Microform (*Instructions, pp. 17-18*)		(Items)	(Items)
5. Periodicals on Microform		(Items)	(Items)
6. Other Materials on Microform		(Items)	(Items)
7. Audio Recordings (*Instructions, p. 18*)		(Items)	(Items)
8. Circulating Art Prints (*Instructions, p. 19*)		(Items)	(Items)
9. Circulating Sculpture		(Items)	(Items)
10. Games, Puzzles, Models, Toys, etc.		(Items)	(Items)
11. SUBTOTAL (sum of 1 - 10)			

Continued

☐ NONE OF THE FOLLOWING:

(See *Instructions, pp. 19-20*)	# of Titles (a)	# of Vols. or Items Held (b)	# of Vols. or Items Circulated (c)	Total Showings (d)	Viewer Count (e)
12. Multimedia Kits		(*Items*)	(*Items*)		
13. Filmstrips		(*Items*)	(*Items*)		
14. Slides		(*Items*)	(*Items*)		
15. 8mm Motion Pictures		(*Items*)	(*Items*)		
16. 16mm Motion Pictures		(*Items*)	(*Items*)		
17. Video Cassettes - 3/4"		(*Items*)	(*Items*)		
18. Video Cassettes - 1/2" (Beta, VHS, etc.)		(*Items*)	(*Items*)		
19. Other Materials (*Specify*) _____					
20. SUBTOTAL (sum of 12 through 19)					

Continued

Materials and Services Report (continued)

(See *Instructions*, pp. 21-22)	# of Items Borrowed (a)	# of Vols. or Items Held (b)	# of Vols. or Items Circulated (c)	Total Showings (d)	Viewer Count (e)
21. Films Borrowed from Major Resource System (*Instructions*, p. 21)			(*Items*)		
22. Films Borrowed from Other Collections or Circuits			(*Items*)		
23. Video Cassettes - 3/4" Borrowed from TSL and Deposit Collections			(*Items*)		
24. Books Borrowed from Major Resource System			(*Items*)		
25. Other Materials Borrowed from Major Resource System			(*Items*)		
26. SUBTOTAL (sum of 21 c, d, and e through 25 c, d, & e)					
27. TOTAL (sum of subtotals in Items 11, 20, and 26 c, d, and e)					

28. Number of periodical subscription titles your library is receiving as of January 1, 1980. (*See Instructions, p. 23*) . . . . . _____

29. Total number of reference questions answered in FY 1979 . . . . . _____
(*See Instructions, p. 23*)

30. Total number of persons attending library programs in FY 1979 . . . . . _____
(*See Instructions, p. 23*)

31. Interlibrary loan requests filled by other libraries in FY 1979 . . . . .
(*See Instructions, p. 24*)

a. Major Resource Center's Interlibrary Loan Office . . . . . _____

b. Requests filled by any other method . . . . . _____

32. MACHINE-READABLE DATA BASES (OR DATA BASE VENDORS)
(See Instructions, p. 24)

a. Cataloging Tools:

☐ NONE of the following:

___ OCLC

___ MARCIVE (CORAL)

___ Library of Congress MARC Tapes

___ Other (*Specify:* _____)

b. Reference Tools - Data Base Vendors

☐ NONE of the following:

___ Bibliographic Retrieval Services (BRS)

___ Lockheed Information Systems (LIS)

___ System Development Corporation (SDC)

___ Other Data Base Vendors (*Please list*)

_____

_____

___ National Library of Medicine (NLM)

___ N.Y. Times Information Bank

___ Battelle Columbus Labs. (TRIS)

___ OCLC (Reference Services)

_____

_____

___ Other Reference Data Bases (*Please list*)

_____

_____

_____

_____

33. Number of searches in online reference data bases in FY 1979 . . . . . _____
(See Instructions, p. 24)

ANNUAL REPORT/SYSTEM MEMBERSHIP APPLICATION FORM

Library Schedule and Hours of Service Report

As of January 1, 1980

I. HOURS OF LIBRARY SERVICE
(*See Instructions, p. 25*)

Total number of hours of library service provided by your main library, branch libraries, and bookmobiles during a regular week . . . . . _____

II. SCHEDULE OF HOURS OF THE MAIN LIBRARY OR LIBRARY SYSTEM HEADQUARTERS
(*See Instructions, p. 25*)

REGULAR SCHEDULE	SUMMER SCHEDULE
Monday_____	Monday_____
Tuesday_____	Tuesday_____
Wednesday_____	Wednesday_____
Thursday_____	Thursday_____
Friday_____	Friday_____
Saturday_____	Saturday_____
Sunday_____	Sunday_____
WEEKLY TOTAL_____	WEEKLY TOTAL_____

III. BRANCH AND/OR BOOKMOBILE INFORMATION
(*See Instructions, p. 26*)

1. Branch/Bookmobile Name_____ Area Code____ Telephone_____
2. Mailing Address_____ City_____ Zip Code_____
3. Street Address_____
4. Name of Branch or Bookmobile Librarian Mr. Mrs. Miss Ms. (*Circle one*) _____
5. Schedule of Hours

REGULAR SCHEDULE	SUMMER SCHEDULE
Monday_____	Monday_____
Tuesday_____	Tuesday_____
Wednesday_____	Wednesday_____
Thursday_____	Thursday_____
Friday_____	Friday_____
Saturday_____	Saturday_____
Sunday_____	Sunday_____

III. BRANCH AND/OR BOOKMOBILE INFORMATION (continued)

1. Branch/Bookmobile Name_____ Area Code_____ Telephone_____

2. Mailing Address_____ City_____ Zip Code_____

3. Street Address_____

4. Name of Branch or Bookmobile Librarian Mr. Mrs. Miss Ms. (Circle one) _____

5. Schedule of Hours

REGULAR SCHEDULE	SUMMER SCHEDULE
Monday_____	Monday_____
Tuesday_____	Tuesday_____
Wednesday_____	Wednesday_____
Thursday_____	Thursday_____
Friday_____	Friday_____
Saturday_____	Saturday_____
Sunday_____	Sunday_____

1. Branch/Bookmobile Name_____ Area Code_____ Telephone_____

2. Mailing Address_____ City_____ Zip Code_____

3. Street Address_____

4. Name of Branch or Bookmobile Librarian Mr. Mrs. Miss Ms. (Circle one) _____

5. Schedule of Hours

REGULAR SCHEDULE	SUMMER SCHEDULE
Monday_____	Monday_____
Tuesday_____	Tuesday_____
Wednesday_____	Wednesday_____
Thursday_____	Thursday_____
Friday_____	Friday_____
Saturday_____	Saturday_____
Sunday_____	Sunday_____

ANNUAL REPORT/SYSTEM MEMBERSHIP APPLICATION FORM

Library Use Charges and Fines Report

LIBRARY NAME: _____ CITY: _____

If a user's fee is charged or a fine is assessed for any of the library services listed below, please give (a) a description of the fee structure or flat rate for any individual unit of service; (b) the total revenue from each type of library service during FY 1979; and (c) the recipient of the revenue (that is, the library budget, the city's general fund, Friends of the Library, etc.).

☐ The library charges no fees nor fines.

SERVICE	CURRENT FEE STRUCTURE OR RATE OF CHARGE, as of 1/1/80 (a)	TOTAL REVENUE FY 1979 (b)	RECIPIENT (c)
1. Charge for reserving library materials			
2. Charge for use of meeting rooms			
3. Charge for replacement of lost borrower's cards			
4. Fines for overdue, lost, or damaged library materials			
5. Charge for searches of machine-readable data bases			
6. Charge for postage (return postage, etc.)			
7. Charge for photocopying			
8. Charge for library parking			
9. Rental & deposits on equipment			
10. Charge for in-depth reference services on contractual basis			
11. Other library use charge or fines (*Specify*) _____			

12. Does your library charge deposits or use fees to any of the groups below that reside within the library's service area? *(Check applicable groups)*

____New Residents ____Temporary Residents ____College Students ____Military

____Other *(Specify)*:

(NOTE: If your library has a policy of charging any of the above groups a deposit or use fee, then please submit a copy of that policy with this report.)

13. Does your library charge a nonresident fee or deposit to persons living outside the library's service area? ____YES ____NO

a. If yes, outside what area (city, county, etc.) are persons charged a fee for use of the library?_____

b. If a nonresident fee is charged, then describe the fee structure (amount of charge for borrower's cards, amount of charge per loan, or other system of charging fees).

_____

_____

c. Total revenue received during FY 1979 from nonresident use fees: $_____

d. Recipient of the revenue: _____

14. Charge for reciprocal borrowing (Note: Reciprocal borrowing is direct loans to citizens from another library's service area.)

a. Has your library entered into any reciprocal borrowing agreements with other libraries? ____YES ____NO

b. Is the agreement ____formal (i.e., written) or ____informal?

c. Are there any school, academic, or special libraries participating in the agreement? ____YES ____NO

d. Does your library charge a fee for transactions under the reciprocal borrowing agreement? ____YES ____NO

e. If a fee is charged, then describe the fee structure or basis on which the rate of charge is determined:

f. Total amount paid in reciprocal borrowing agreements in FY 1979: $_____

g. Total revenue received from reciprocal borrowing in FY 1979: $_____

h. Total loans to residents of other libraries under reciprocal borrowing in FY 1979: _____

15. Is revenue from any of the preceding sources (Items 1 through 15) included on Page 1, Item 9c (expenditures from "Other Sources")? ____YES ____NO

If yes, then how much revenue? $_____

ANNUAL REPORT/SYSTEM MEMBERSHIP APPLICATION FORM

Library Board Report - as of January 1, 1980
(See Instructions, p. 27)

1. LIBRARY NAME_____ CITY_____

2. IF your library does not have a library board, THEN check here. ☐

3. Is your library board a governing _____ or an advisory _____ board? *(Check one)*
(See Instructions, p. 27)

4. Name of Library Board_____

5. Meeting Schedule: Date(s)_____

Place_____

6. Board members are _____ appointed, _____ elected *(Check one)*

_____ by City Council, _____ County Commissioners' Court, _____ by Other. *(Check one)*

7. Are board members' terms staggered? _____YES _____NO

8. Are members eligible for re-election or re-appointment? _____YES _____NO

9. Name, address, term expiration date, and years of service on library board:
(See Instructions, p. 27)

NAME	MAILING ADDRESS	TERM EXPIRATION DATE	YEARS OF SERVICE	NEW MEMBER *(Check if yes)*
Chairman:				
Friends President:				

NAME AND ADDRESS OF SYSTEM LAY REPRESENTATIVE:_____

_____ DATE TERM EXPIRES:_____

If necessary, use this page to complete your listing of library board members.

NAME	MAILING ADDRESS	TERM EXPIRATION DATE	YEARS OF SERVICE	NEW MEMBER (Check if yes)

TEXAS STATE LIBRARY

LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING

BOX 12927 CAPITOL STATION

AUSTIN, TEXAS 78711

DORMAN H. WINFREY
DIRECTOR AND LIBRARIAN

TEXAS LIBRARY AND
HISTORICAL COMMISSION

MEMORANDUM

TO: Local Recipients of Texas State Library Grants

FROM: Carl F. Prestfeldt, Jr., Grants Administrator
Planning and Management Department
Library Development Division

DATE: July 5, 1979

SUBJECT: Property Inventory Procedures for Property Purchased Locally with Grant Funds from Texas State Library

Attached is Form TSL 51-12, "Property Inventory Record." All nonexpendable property with a purchase price of more than $50.00 must be listed on Form 51-12 and forwarded to the Texas State Library within one month following purchase. This includes all such property purchased with program income. Property purchased with program income must be assigned a federal and/or state percentage share depending on the grant from which this income originates.

The column "Source of Property" identifies the vendor, supplier, or agent directly reimbursed for delivery of the nonexpendable property listed on the inventory. The column "Location of Property" identifies the site where the property is actually being used. If the property is placed in a location other than the Major Resource Center central library (e.g., branch libraries, area libraries, community libraries, etc.), fill in the name of the library having actual physical possession of the property or the library to which the property is assigned for an extended period.

It is essential that the Grant Contract Number assigned by the Texas State Library be included on the form in the blank indicated. If there is no Manufacturer's Serial Number on each separate piece of property purchased, please include a unique inventory control number assigned locally. Please indicate the condition of new items as such under the column headed "Condition."

All 16mm films and video tapes purchased by the grant recipient should be listed on a separate property inventory form. Do not list films and/or video tapes and nonexpendable property on the same form even though they have been purchased with funds from the same contract.

An Equal Opportunity Employer

The attached "Disposition Report for Property Purchased with Federal and State Grant Funds" should be filed with the Texas State Library if any one of the following three events occur:

(1) If an item is transferred from one location to a second location for an extended period of time.

(2) If an item is lost, stolen, or damaged beyond repair. If the property is lost or stolen, a copy of the police report and a description of the circumstances should be filed with the Texas State Library.

(3) If an item is disposed of through sale or other means in accordance with the attached guidelines, "Disposition of Nonexpendable Personal Property."

An inventory of property will be required annually.

PS/aht

PROPERTY INVENTORY RECORD*
(Purchase Price More Than $50.00)

1. City or County_____

2. Contract Number_____
(assigned by Texas State Library)

Property Description	Mfr.'s Serial # or Other ID #	Source of Property	Purchase Price	Purchase Date	%Federal Funds	% State Funds	Location of Property	Condition

*All non-expendable personal property with a purchase price of more than $50.00, all 16mm films, and all video tapes purchased by systems must be listed and forwarded to the Library Development Division, Texas State Library, Box 12927, Capitol Station, Austin, Texas 78711, within one month after purchase. See enclosed guidelines for definitions.

TSL 51-12

E-39

DISPOSITION OF NONEXPENDABLE PERSONAL PROPERTY*
Purchased with Grant Funds Under Contract from the Texas State Library

TITLE

When nonexpendable personal property is acquired by a grant recipient wholly or in part with Federal or State funds or with program income derived from Federal or State funds, title shall be vested in the recipient.

USE

(1) The recipient shall retain such property in the project as long as there is a need for such property to accomplish the purpose of the project, whether or not the project continues to be supported by Federal or State funds.

(2) When there is no longer a need for such property to accomplish the purpose of the project, the recipient shall use the property in connection with other library services.

(3) When the recipient no longer has need for such property, the property may be used for the recipient's own official activities in accordance with the following standards:

(i) If the property had an acquisition cost of less than $500 per unit and has been used 4 years or more, the recipient may use the property without reimbursement to the Federal or State Government or sell the property and retain the proceeds.

(ii) For all of such property not covered under subparagraph (3) (i) of this paragraph, the recipient may retain the property for its own use provided that a fair compensation is made to the Federal Government for the Federal share of the property or to the State Government for the State share of the property. The amount of such compensation shall be computed by applying the percentage of Federal or State participation in the cost of the project to the current fair market value of the property.

DISPOSITION

If the recipient has no need for the property, disposition of the property shall be made as follows:

(1) If the property had an acquisition cost of $1,000 or less per unit (except for property covered under USE, subparagraph (3) (i) of the above section) the recipient shall sell the property and reimburse the Federal or State Government in accordance with subparagraph (2) (ii) of this paragraph.

(2) If the property had an acquisition cost of over $1,000 per unit, the recipient shall request disposition instructions from the Texas State Library. The Texas State Library will issue instructions to the recipient within 120 days following the receipt of such request and the following procedures shall govern:

(i) If the recipient is instructed to ship the property elsewhere, shipping or interim storage costs will be paid by the Texas State Library only if the Texas State Library is billed directly by the commercial moving and storage company.

(ii) If disposition instructions are not issued within the 120-day period specified in subparagraph (2) of this paragraph, the recipient shall sell the property and reimburse the Federal or State Government with an amount which is computed by applying the percentage of Federal or State participation in the project to the sales proceeds. The recipient may, however, deduct and retain from that amount $100 or 10 percent of the proceeds, whichever is greater, for the recipient's selling and handling expenses.

(3) Reimbursement checks due to the sale of nonexpendable personal property originally purchased with Federal or State funds should be made payable to the Texas State Library and forwarded to the Texas State Library. A copy of the Property Disposition Report must accompany the reimbursement check.

* The procedures do not apply to property purchased by the Texas State Library and loaned to libraries in Texas for an indefinite period of time. This property is subject to different disposition procedures, which are available by writing the Texas State Library.

DISPOSITION REPORT FOR PROPERTY PURCHASED WITH FEDERAL AND STATE FUNDS*

This property was purchased under Contract Number _____ between the Texas State Library and _____ (City or County) _____ (Signature)

Property Description	Mfr.'s Serial # or Other ID #	Location of Property	Purchase Price	Purchase Date	Date of Sale	Sale Price	Other Disposition (Describe)	Reimbursement Due State Library

1. Reimbursement checks for property purchased with federal and state funds should be made payable to the Texas State Library and forwarded to this agency. A copy of the Disposition Report must accompany the check.
2. If the property had a purchase price of less than $500 per unit and has been used four (4) years or more, no reimbursement is necessary.
3. If the property had a purchase price of less than $1,000 per unit and more than $500 per unit, the property shall be sold and the Texas State Library shall be reimbursed in an amount computed by applying the percent of federal or state participation in the project to the sale price.
4. If the property had an acquisition cost of more than $1,000 per unit, the recipient shall request disposition instructions from the Texas State Library.

TSL 51-111

*These procedures do not apply to property purchased by the Texas State Library and loaned to libraries in Texas for an indefinite period of time. This property is subject to different disposition procedures, which are available by writing the Texas State Library.

MONITORING GUIDE: GENERAL POLICIES

The Texas State Library is initiating a series of visitations to the ten Major Resource Systems during fiscal years 1977 and 1978. The general purposes of these visitations are the folowing:

1. To provide the Texas State Library staff with first hand information about the operations and procedures of the regional system;

2. To provide an opportunity for the Texas State Library staff and the Major Resource Center and system staff to discuss system goals and objectives;

3. To provide an opportunity for the Texas State Library staff, the Major Resource Center staff, and the system staff to discuss the demographic and library needs of the region and to discuss the measurable impacts of current or possible services on these needs;

4. To gather information about the procedures used by the system to record statistical progress toward meeting system objectives;

5. To gather information about the management of the system grant in such specific areas as accounting for and auditing the system grant, maintaining inventory records of system property, and adherence to the terms of the system contract;

6. To gather information regarding the efficiency and effectiveness of the system program in such areas as personnel utilization, relationships of program costs to program benefits; and

7. To gather recommendations from the Major Resource Center and system staffs regarding areas in which the Texas State Library's management of the Texas Library System should be improved;

8. To recommend to the Major Resource Center and system staffs areas in which the services and management of system grant funds should be improved.

During the visitation, the Texas State Library staff will meet with the following persons on an individual basis:

1. The Major Resource Center director

2. The Major Resource Center assistant director (if that person is directly involved and/or charged with system responsibilities)

3. The library's business manager or fiscal officer

4. The System Coordinator

5. All members of the system professional staff

6. All professional staff members of the Major Resource Center who are reimbursed in whole or part from the system grant (excluding staff who are only periodically employed as consultants)

7. All professional staff members of the Major Resource Center who supervise persons who are reimbursed in whole or part from the system grant

8. The chairman of the system advisory council

The specific agenda for the two-day visitation will be set by the Major Resource director. Approximately one hour should be set aside for each meeting with each staff person. The first meeting should be with the Major Resource Center director and the last meeting should be with the Major Resource Center director, the system coordinator, and the system advisory council chairman (if possible).

The attached questionnaire identifies those questions and topics in which the State Library staff are particularly concerned. Applicable sections of the questionnaire will be discussed with each staff person. If you have any questions about any of these areas, please feel free to contact the State Library prior to the visitation.

At the final meeting involving the State Library staff, the Major Resource Center director, and the system coordinator, the State Library staff will identify their preliminary conclusions and findings. Two weeks following the visitation, a written report will be submitted to the Major Resource Center director, the system coordinator, and the system advisory council chairman. This report will be available for others to see upon request.

ON-SITE VISITATION REPORT (SYSTEMS)

1. Name(s) of Visitation Team: _____

_____

2. Date(s) of Visitation: _____

3. Location of Visitation: _____

4. Contract Number(s): _____

5. Persons Contacted During Visitation and Their Job Titles:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I. FISCAL MANAGEMENT SECTION

6. Project Budget: Federal: _____ Other: _____

State: _____ TOTAL: _____

Local Match: _____

6 a. Identify the sources of funds used as local match. These funds might either be in-kind contributions or direct contributions by the Major Resource Center.

6 b. Identify any other funds which might be added to the system budget. The funds listed in the "other" category could be program income, interest earned on the system grant, special foundation or federal or state grants (excluding system grants), etc. Itemize these funds by source and identify the purpose for which they are expended.

7. As of the last reporting period, compare the amount of grant funds withdrawn from the Texas State Library versus the amount reported as disbursed.

Amount Withdrawn: $_____ _____% *of grant funds*

Amount Disbursed: $_____ _____% *of grant funds*

Difference: $_____ _____%

8. Do the records indicate that grant funds are withdrawn from the Texas State Library on a systematic basis? Give dates of withdrawal requests.

9. Do the expenditure reports indicate that grant funds are systematically disbursed throughout the fiscal year?

Percentage disbursed (or disbursed & obligated) in the first quarter: _____

Percentage disbursed in second quarter: _____

Percentage disbursed in third quarter: _____

Percentage disbursed in fourth quarter: _____

10. Are the quarterly expenditure reports submitted on a timely basis? If not, what is the problem?

11. Are all persons involved with budgeting or financial control for system programs provided with timely information regarding system expenditures and obligations?

12. Does the system provide cost data by project area (i.e., records of disbursements (or disbursements & obligations) by specific system service area)?

13. Is responsibility for reporting system expenditures vested in one individual or is responsibility shared by several persons? Identify the areas of responsibility by individual.

14. Compare the amount expended by budget (expense) category in the contract against the amount budgeted.

Expense Category	Amt. Budgeted	Amt. Expended	Difference

15. Are all budget modifications to the contract in order, reflecting current funding levels and program activities, and are these modifications signed?

16. Has the system subcontracted any provisions of the system contract? If so, has the Texas State Library been notified either in the proposal document or in a letter?

17. Has the system secured written permission for travel of system personnel outside the system area?

18. Has the system provided the Texas State Library with two sets of all promotional materials produced with the grant funds?

19. Are the system promotional materials and publications marked with the appropriate disclaimer or acknowledgement cited in the contract?

20. Are financial records and other evidence pertaining to the cost incurred and revenues and other applicable credits retained for a period of five years?

21. Are records of property purchased with grant funds and of films purchased with grant funds submitted to the Texas State Library on a monthly basis? Who is responsible for the submission of these property inventory reports?

22. Have procedures been established at the system level to ascertain periodically the location and condition of system property on inventory at the State Library?

23. Does all the equipment purchased with grant funds appear to be in good condition and does it appear that all equipment is in use?

24. Does it appear that all equipment purchased with grant funds is listed on the inventory?

25. Itemize the equipment and furnishings in use by the system which do not appear on the property inventory list submitted to the State Library. Is the property owned by the Major Resource Center?

26. Is there any equipment purchased with system funds which is used only by the Major Resource Center?

27. Does the last audit show that grant funds were expended in accordance with the Audit Manual and the contract? Note any exceptions.

28. Does the last audit show that any expense categories were overdrawn from the amount budgeted in the contract? Are these overdrawn accounts within the 15 percent variance permitted in the contract? If not, are there budget modification forms which authorize these transfers?

29. What amount of funds were returned to the Texas State Library as unobligated at the close of the fiscal year? Is this amount excessive? What is the reason?

30. Did the audit show how much funding was earned as a result of program interest or program income? How was this funding used to benefit the system?

31. Did the audit show that the amount of grant funds used as indirect costs was in accordance with the amount of grant funding actually expended?

32. Are there recommendations by the system's Fiscal Officer or MRC and system staff for improving the management of system grant funds?

33. Are there recommendations by the Texas State Library staff for improving the management of system grant funds and for ensuring compliance at the local level for all contractual and Audit Manual provisions?

34. Have audit and expenditure reports been disseminated to advisory council and member libraries?

II. SYSTEM STAFFING

35. Identify all persons who are full-time employees of the system. Give the amount of grant funds designated for salary and for reimbursing the city for fringe benefits. Are the fringe benefits rates clearly itemized?

36. Does it appear to the Visitation Team that the system personnel is fully utilized? If not, identify the areas in which system staff are not performing adequately? Are there any areas where system staff appear to be overloaded?

37. Does the system contract with Major Resource Center staff for certain services? Are there time records (adequately documented) which reflect the percentage of time subject to reimbursement? Identify individuals under contract and the percentage of time expended on system responsibilities.

38. Who supervises the staff who are not full-time personnel? Does the supervisory pattern ensure a workable, efficient system operation?

39. Are the efforts by all persons responsible for system operations adequately coordinated? What techniques or procedures are used to ensure this successful coordination?

40. Are there current job descriptions on file at the Texas State Library for all positions fully or in part reimbursed from system funds? Do the job descriptions adequately reflect job assignments and responsibilities?

41. Are the educational requirements for each position appropriate and in accordance with the scope of job assignments?

42. Are the salaries paid to system personnel in accordance with the city's personnel classification and salary scheme?

43. Is there adequate communication regarding system problems and system operations between and among all levels of authority in the Major Resource Center?

44. Is there a clearly defined reporting channel(s) for system personnel? Is each individual involved with the system certain of the reporting channel(s)? Is there a current organization chart on file with the Texas State Library? If there are multiple reporting and authority structures, are these clearly understood and documented?

45. Are there recommendations by the Major Resource Center staff or system staff regarding ways to improve the utilization of system personnel or to improve communication and coordination of system functions?

46. Are there opportunities for the system personnel to obtain formal or informal training in order to improve their effectiveness? Cite attendance by all system staff members at such training or continuing education programs.

47. Is there provision for the systematic review and evaluation of system staff's performance? Who participates in the review?

48. What are the perceived roles of the MRC director, the system coordinator, and the system professional staff in the planning, budgeting, evaluating, and delivery of the system service program?

49. Are there recommendations by the Texas State Library staff to improve staff utilization or communication based on observation and discussions with the staff during the visitation?

III. SYSTEM SERVICES AND GOALS

(Prior to the visitation, the Texas State Library will prepare a report on the region's demographic characteristics and on the quantitative characteristics of the libraries in the region.)

50. What are the goals and the purpose of the system as articulated by members of the Major Resource Center staff and by the system staff?

51. What are the goals of the system as stated in the system's annual and long-range plan?

52. How does the MRC and system staff perceive the current program of service as impacting on these goals?

53. Are the system services impacting on the needs of the citizenry?

54. What improvements in the programs and services of member libraries are perceived by the system staff as a result of the system services? Do statistics substantiate these observations?

55. Are the system evaluation reports and Statement of Objectives submitted on a timely basis?

Dates reports are due:

Dates reports are received:

56. Are the statistical measures complete and appropriate to the system services? Are there statistical measures which should be retained?

57. What procedures are used to collect and record measures of system effectiveness?

58. Are the evaluation reports adequate and truly reflective of the problems and accomplishments of the system program? Are all activities and services evaluated by the system coordinator? If not, who is involved in preparing the reports?

59. What are the benefits of the current system program accruing to the Major Resource Center?

60. What are the benefits of the current system program accruing to the Area libraries?

61. What are the benefits of the current system program accruing to the Community libraries?

62. Is there disproportional emphasis placed on developing any particular size of library? If so, what is the reason for this emphasis?

63. What are the relative statistical benefits of each system service? Is the cost of providing the service proportional to the benefits received?

64. For any service in which the cost appears to be unduly high in terms of the benefits accrued, does the system staff recognize a problem? If so, what are the staff suggestions for improving the delivery of the service in a more cost-effective way?

65. What are the Texas State Library staff's recommendations for improving the delivery of the service in a more cost-effective way?

66. Is there adequate documentation showing that system member librarians, the system advisory council, and the lay representatives participated in the selection and development of system services?

67. Is there adequate documentation showing that system member librarians, the system advisory council, and the lay representatives participated in the evaluation of system services?

68. What is the perceived role of the system advisory council by the MRC director, the system staff, and the system advisory council?

69. What are the recommendations by the system staff and MRC director regarding the training of the system advisory council?

70. What are the suggestions of the Texas State Library staff regarding the training and delivery of information to the system advisory council?

71. How often does the system advisory council meet? Are member librarians and lay representatives invited to these meetings? Are minutes of the meetings disseminated following the meetings? To whom?

72. Are there recommendations by the MRC or system staff regarding services which are needed? Would these services be in substitution for on-going services or would they be offered if additional funding were available?

73. Are there recommendations by the Texas State Library staff regarding additional or alternative services which would better meet the needs of the region?

74. Is attention given to developing libraries which are not members of the system?

75. Is attention given to developing service in counties without public library service?

76. Is there adequate space for the system office? Are working conditions clean, safe, and conducive to a good working situation?

CHAPTER 4

DISSEMINATION OF LSCA INFORMATION

The process of information dissemination provides for the distribution and review of LSCA documents, the periodic publication of program descriptions and evaluations, and the provision of information concerning cooperative multi-library endeavors to the public.

Before the Long Range Plan is submitted to the U.S.O.E. Regional Program Office, it is sent to the Governor's Budget and Planning Office. Since many of the state agencies have overlapping constituencies and service programs, the Budget and Planning Office annually distributes copies of all annual and long range programs required under federal law to the appropriate agencies for their review and comments.

The widest possible national distribution of all LSCA documents is through the ERIC Clearinghouse. The Long Range Plan, the Annual Program of Service and the Annual Report(s) are submitted to ERIC when final approval from the U.S. Office of Education is received.

The Library Services and Construction Act Advisory Council and the Library Systems Act Advisory Board also review the Plan. Since we now have a member of the LSCA Advisory Council who is blind, it is necessary that we tape all documents reviewed by the Council. Therefore, a copy on cassette is available for loan to any interested person through the Professional Librarianship Collection in the Texas State Library.

The Long Range Plan has been disseminated through the State Library's publication, Texas Libraries. Articles in the Library Development Division's publication, Library Developments, are published periodically about all LSCA activities. Both publications have wide circulation throughout the state including all public libraries (377), regional Library Systems Act Advisory Council members (60), consortia of state agencies, State Libraries (49), branches of major public libraries, state residential institutions, academic libraries, Library Systems Act Advisory Board (5), Library Services and Construction Act Advisory Council (12), System Coordinators (10), and library schools.

In addition to disseminating information derived from the Long Range Plan, the State Library also seeks to provide updated information to the public on the development of programs through cooperative networks of libraries.

This information is important to ensure the effective coordination of resources of multi-type libraries, to encourage the further development of cooperative efforts and to make the public aware of the services available through such efforts. Some of the various mechanisms for dissemination include periodic articles and reports published in Texas Libraries, program descriptions published in the newsletters of the ten systems, and articles in the Texas State Library's Library Developments.

The State Library is also committed to informing the public of the services offered through cooperative programs. The dissemination of information to the public is essential in order to assure equitable and maximum use of resources. This is of particular importance in areas of Texas where programs impact on linguistically diverse user groups. Some of the mechanisms for increasing the public's awareness of available services include radio and television spots, bilingual flyers, posters, etc. produced by regional systems, and articles and reports published in Texas Libraries. Regular meetings of system personnel will be sponsored by the Texas State Library to ensure that system coordinators have an opportunity to exchange information about their project accomplishments and problems. In addition, The Library Development Division will attempt to keep the public library community apprised of significant developments in the projects through this division's publication Library Developments.

CHAPTER 5

COORDINATION OF LSCA PROGRAMS WITH INSTITUTIONS OF HIGHER EDUCATION AND PUBLIC SCHOOLS

The Division of Planning and Budget in the Governor's Office sends the LSCA Annual Program of Service and the Long Range Plan to the Texas Education Agency, the Coordinating Board of the Texas College and University System, and various other state agencies with educational responsibilities. Thus the agencies are informed of areas of mutual concern, and given an opportunity to comment. The two agencies mentioned above, as well as the Texas Commission for the Blind, the Texas Commission for the Deaf, and the Texas Department of Mental Health and Mental Retardation have provided comments in recent years.

The draft Goals and Objectives for Library Development make reference to several ongoing and future multitype cooperative projects. State Library funding is provided for the Major Resource Center Bibliographic Network, which includes all types of libraries entering records into OCLC. The Interlibrary Loan network is open to public, special and academic libraries. The Texas State Library continues to maintain and staff a Library Science Collection for statewide usage by any interested persons; specialized consulting is provided upon request to public, academic, school and special libraries. The State Library assists in the collection, analysis, and publication of statistics from Texas' public, special, and academic libraries to assist libraries in their own planning and evaluation efforts and to provide data for long range planning by the state.

The agency facilitates, coordinates and promotes statewide library continuing education activities, and provides specialized training for staffs of all types of libraries. Audio visual program consultation, training, and circulation of a centralized collection are available to all public, academic and institutional libraries. Feasibility studies are proposed on development of cost-effective rapid interlibrary materials delivery systems, and on inclusion of school libraries in existing interlibrary materials and information networks.

Recent examples of Title III demonstrations of multitype cooperation include:

- a programming and materials cooperative among school and county libraries in Atascosa County
- a model for public and school library cooperation to deliver optimal library services to disadvantaged youth in Dallas
- resource sharing through development and distribution of computer-based public library catalogs in Hidalgo County schools and Houston schools
- development of a shared circulation system between public and academic libraries in Victoria
- demonstration of an interlibrary delivery system among public and academic library members in the CORAL consortium
- a feasibility study and development of technical specifications by AMIGOS Bibliographic Council for computer-to-computer communications protocol necessary to interconnect online circulation systems of five large libraries within a multitype consortium
- development of a cooperative union list of periodicals in fifteen academic libraries and the Dallas and Fort Worth Public Libraries
- development of a machine readable data base of the holdings of public and academic libraries in the Amarillo area

In addition, representatives of both higher education and public schools serve on both the LSCA Advisory Council and the LSA Advisory Board to assist in the formulation and evaluation of LSCA funded programs.

CHAPTER 6

POLICIES AND PROCEDURES: ALLOCATION OF TITLE I FUNDS

Consistent with the criteria set forth in the Texas Basic State Plan, the State-Federal Agreement, and with the maintenance of effort levels for funding of state institutional library services and for library services to the blind and physically handicapped, the Texas State Library will allocate funds for activities and projects as approved by the following:

(1) The Texas Legislature and Governor's Office through the Biennial Budget process

(2) The Texas Library and Historical Commission as approved in the LSCA Annual Program

and will allocate funds for activities and projects for which there is an identified need.

All activities and projects will be presented to the LSCA Advisory Council for their recommendations. Priority will be given to the library needs of disadvantaged persons residing in urban or rural areas with high concentrations of low-income families and in areas with high concentrations of persons of limited English-speaking ability. Because of the dispersion and high incidence of these two target groups, the LSCA Advisory Council can address this priority by assuring that projects improve the overall level of library services in the state.

Administrative Policies

(1) Interest earned on LSCA funds at the subgrantee level after September 1, 1978 shall be refunded to the Federal Government. Prior to this date subgrants were made without specific provisions regarding interest on subgrants. On February 13, 1978, a clarification of applicable Federal Regulations was received from the Regional Program Officer for LSCA. September 1 is the earliest feasible date to implement this policy.

(2) Refunds from subgrants that had been previously encumbered and reported to the Federal Government as encumbered are retained at the State Library for use in authorized programs. These refunds follow audits of subgrants and occur after the end of the fiscal year following the fiscal year of the original appropriation. Funds that were not obligated as of the end of the fiscal year following the fiscal year of original appropriation are refunded to the Federal Government.

(3) For purposes of matching Library Services and Construction Act Title I funds and computing "Maintenance of Effort", the State Fiscal Year (September 1, through

August 31 which ends during the appropriate federal fiscal year) shall be used for reporting state expenditures, and the local fiscal years ending within the calendar year immediately preceding the appropriate federal fiscal year shall be used for reporting local expenditures.

(4) Costs applicable to major resource system grants shall follow the general principles established in Federal Management Circular 74-4, July 18, 1974, with the following modifications:

a. indirect costs (allocated overhead) may not exceed five percent (5%) of the total direct expenses incurred under the grant.

b. if a city has an indirect cost allocation plan currently in effect with a federal agency, that rate when applied, may not exceed five percent (5%) of the total direct expenses incurred under the grant.

c. if there is no cost allocation plan currently in effect, the city may claim ten percent (10%) of direct salaries (excluding fringe benefits, overtime, holiday premiums) if that amount does not exceed five percent (5%) of the total direct expenses incurred under the grant.

d. depreciation and use charges for the use of buildings or capital improvements, library materials, and equipment may only be included as indirect costs.

(5) Established libraries submitting applications for funding must be qualified as members in the Texas Library System, except for establishment and incentive grant recipients, which must meet the criteria established in the Rules and Regulations for the Library Systems Act.

(6) A factor in the determination of grant awards will be the performance of the applicant on past, state-funded, Title I and Title III grant programs, as measured by timely and complete adherence to all contractual requirements, fiscal and programmatic.

CHAPTER 7

The following are the criteria that have been established for the evaluations of project proposals under Title II of the Library Services and Construction Act.

Title II - Construction Program Criteria

SUBMISSION OF APPLICATIONS: The Texas State Library will review Title II applications once each year at a specified date to be announced. All applications will be reviewed for compliance with eligibility and program priorities and the State Library will approve the maximum number of projects that can be funded depending upon the LSCA Title II funds allocated for that particular federal fiscal year.

CRITERIA FOR GRANTS:

A. The proposed construction project must be designed to serve: an area which is without adequate library facilities or as a facility planned to support specific programs predominantly designed to serve disadvantaged persons in urban and rural areas with high concentrations of low income families.

B. Established libraries submitting applications must be qualified to meet all criteria established by the State Library for membership in the Texas Library System.

C. Libraries proposing to initiate service with the new facility must furnish certification that they can meet all criteria established by the State Library for membership in the Texas Library System when the facility opens for service.

D. Libraries applying for construction grants must meet the criteria for local budget support as outlined in (B) and (C) above or receive an $8,000 minimum budget from local sources, whichever is greater.

E. All local funds (from governmental, private and other sources) for construction projects must be deposited with and disbursed by the local governmental unit (i.e., city or county).

F. The proposed facility must meet the Texas Library Association's Standards for Texas Public Libraries in addition to the following planning criteria based on population served.

Population (1970 U.S. Census)	Total Sq. Ft.	No. of Seats For Readers	Shelving Capacity
Less than 10,000	5,000 minimum	30-40	20,000 - 30,000

Population (1970 U.S. Census)	Total Sq. Ft. Per Capita	No. of Seats For Readers per 1,000 Population	Shelving Cap. Vols. Per Capita
10,000-25,000	.6-.7	3-3.5	2-2.5
25,000-50,000	.5-.6	3	2
50,000-100,000	.4-.5	2.5-3	1.5-2

The "Physical Facilities" section of the 1966 Minimum Standards for Public Library Systems published by the American Library Association will be a basis for judging the proposed building projects within library systems serving a population of 50,000 or more.

IN ADDITION, THE LIBRARY MUST AGREE TO THE FOLLOWING REQUIREMENTS:

A. To notify the appropriate State Planning Region or Clearinghouse of its intent to apply for a construction grant and to forward a copy of the comment and review on same from the Region or Clearinghouse to the State Library.

B. Compliance with all labor standards and wage rates determined by the Secretary of Labor in accordance with the Davis-Bacon Act and with the provisions of the Contract Work Hours Standards Act (40 U.S.C. 327-332).

C. That the project shall be designed, constructed, or altered to comply with the minimum standards contained in the "American Standard Specifications for Making Buildings and Facilities Accessible to and Usable by, the Physically Handicapped," Number A117.1-1961 as approved by the United States of American Standards Institute (formerly the American Standards Association, Inc.), and must comply fully with the "Standards and Specifications for the Construction of Public Buildings and Facilities in the State of Texas. Usable by the Physically Handicapped and Disabled Citizens" Senate Bill No. 111, Art. 687g. Chapter 324 Vernon's Civil Statutes, 61st Legislature. All library facilities

using Title II funds must display in a prominent place the international symbol of access to the handicapped.

D. To sign the construction contract in time to allow completion of the construction; receipt of all equipment and furnishings; final inspection and acceptance of the building; conduct a final audit; and final payment before the end of the Federal fiscal year following the one in which approval was made. The Federal fiscal year is from July 1 to June 30.

E. To designate a local official to be responsible for fiscal matters relating to the construction project.

F. To maintain separate records for the construction project.

G. To furnish the State Library with Statements of Payment and Proof of Payment for all approved project expenditures. The Texas State Library will review the Statements and Proof for eligibility and make reimbursable payments--not to exceed 90 percent of the total Federal allocation--for the project. The final 10 percent of the allocation shall be withheld until the final audit is approved by the Texas State Library.

H. To have a final project audit made by either an independent certified public accountant or an independent licensed public accountant upon completion of the project.

I. To engage the services of a registered, professional architect and a registered, professional engineer to prepare plans, specifications and estimates for the project.

J. To engage the services of the Library Building Consultant (i.e. librarian with a Master's Degree in Library Science from an ALA accredited library school who is experienced in public library building planning) in the planning of the project. The consultant, in consultation with the local building committee, librarian, and architect must prepare the written library program and be consulted in the preparation of the library floor plan layout and furniture/shelving/equipment/specifications and layout. The consultant may assist in the site selection process.

PRIORITIES FOR PUBLIC LIBRARY CONSTRUCTION GRANTS:

A. General priorities applying to all applications:
   1. The readiness of the local governmental agency to carry out the project.
   2. The availability of local financial resources to carry out the program.
   3. Ability of an established library to meet the State Library criteria for membership in the Texas Library System.
   4. Ability of a proposed library to be established to certify that it can meet the State Library criteria for membership in the Texas Library System when it initially opens for service.

B. Specific priorities applying to the extension of library services to be made available by the proposed facility:
   1. First priority will be given to proposals for projects designed to serve one or more counties presently without public library service.
   2. Second priority will be given to proposals from established libraries for projects designed to serve all communities in one or more counties presently without public library service. The applicant library must submit a service plan for same including the necessary legal establishment documents and certification or adequate local financial support for the communities involved.
   3. Third priority will be given to proposals from established libraries for library facilities such as a branch library designed to serve disadvantaged persons living in urban and rural areas with high concentrations of low income families.
   4. Fourth priority will be given proposals for projects from established public libraries which are without library facilities necessary to develop library services.

C. All proposals will be evaluated in terms of the type of facility proposed, and the following priorities will be observed:
   1. First priority--construction of a new facility.
   2. Second priority--conversion and remodeling of a suitable, existing building or substantial remodeling or addition to a suitable, existing library building.
   3. Third priority--partial remodeling of a suitable, existing library building.

D. Maximum Library Construction Grant allocations will be determined as follows:

1. Size I libraries (above 200,000 population) designated as Major Resource Center Libraries may apply for matching grants not to exceed:
   a. $500,000 for construction, remodeling, and/or addition to a suitable, existing facility serving as the central or main library in the respective system.
   b. $200,000 for construction of a new branch library facility.
   c. $75,000 for addition to and/or remodeling of an existing branch library or other suitable building to be converted to branch library use.
2. Size II Libraries serving populations of 50,000 or more may apply for matching grants not to exceed:
   a. $200,000 for construction of a new facility.
   b. $75,000 for addition to and/or remodeling of an existing library or other suitable building to be converted to library use.
3. Size II Libraries serving populations of from 25,000 to 49,999 may apply for matching grants not to exceed:
   a. $150,000 for construction of a new facility.
   b. $50,000 for addition to and/or remodeling of an existing library or other suitable building to be converted to library use.
4. Size III Libraries serving populations of from 10,000 to 24,999 may apply for matching grants not to exceed:
   a. $75,000 for construction of a new facility.
   b. $25,000 for addition to and/or remodeling of an existing library or other suitable building to be converted to library use.
5. Size III Libraries serving populations under 10,000 may apply for matching grants not to exceed:
   a. $50,000 for construction of a new facility.
   b. $15,000 for addition to and/or remodeling of an existing library or other suitable building to be converted to library use.

APPLICATION PROCEDURE:

A. Local government (e.g. city and/or county) files a Construction Project Grant Application--Part I with the State Library by a specified annual deadline to be announced by the State Library.

B. The State Library will review all applications submitted for compliance with eligibility and program priorities. The State Library will approve the maximum number of projects that can be funded depending upon the LSCA Title II funds allocated to Texas for the particular federal fiscal year.

C. The State Library will notify Local Governments submitting Applications which cannot be approved or funded explaining the reason why the application was not funded as well as notification of rights of appeal.

D. The State Library will notify Local Governments with approved projects to begin work on preliminary plans, outline specifications, etc., and other documents to be submitted with Application--Part II to the State Library. Upon submission and approval of Application Part II, the State Library will notify the Local Government to proceed with development of final plans and specifications, final cost estimates, etc., to be submitted with Application--Part III. Following approval of Part III by the State Library the Local Government is authorized to advertise for bids and award the construction contract and other contracts for the project.

E. The State Library will enter into an agreement with the State Building Commission to review and approve preliminary and final construction plans and specifications for all Title II projects and to furnish supervisory on-site inspections of the projects during construction and to periodically report on same to the State Library.

CHAPTER 8

TITLE III: DEMONSTRATIONS OF INTERLIBRARY COOPERATION

Title III in Texas may be utilized for operating a statewide interlibrary loan network or for demonstration grants.

OBJECTIVE: OPERATE A STATEWIDE INTERLIBRARY LOAN NETWORK

1. Locate requested information and informational materials and arrange their delivery to the requesting library through the operation of an interlibrary loan network, Texas State Library Communications Network, which is a statewide system of libraries.
2. Foster and facilitate low-cost communications between and among libraries and other information facilities within the state.
3. Produce and/or provide access to union lists, cumulative indices, directories, and other bibliographic tools to support rapid identification, access, and referral within the state.
4. Plan and carry out programs to inform potential users of the services of the network.
5. Unique Special Collections: Designate and sustain for service to the people of the state major collections and access mechanisms for wider internal use and greater self-sufficiency within the state.

An evaluation of the project will be made based on the following criteria:

a. volume of requests by type of library
b. average response time to process a request
c. average cost to fill a request

OBJECTIVE: PROVIDE MEANS WHEREBY INNOVATIVE INFORMATION SERVICES ARE MADE AVAILABLE THROUGH DEMONSTRATION GRANTS

6. To encourage multitype library coordination, through the administration of LSCA Title III grants, to facilitate significant cooperative ventures with potential for long term impact.

7. Provide start-up funds for interstate, statewide, regional and local networks of library and information centers, consisting of two or more types of libraries.

8. To coordinate all network developments with national, regional, and state trends and systems designs in order to develop a state-based network, including all Texas libraries, that is compatible technically and operationally with future networks.

9. To demonstrate in a regional and/or statewide library and information network, services, hardware, access procedures, or bibliographic tools that will make available the total information and informational resources of Texas libraries to the primary users of each library type, including the information resources of state government agencies.

10. To conduct demonstrations of interlibrary cooperation in accordance with standards set by the appropriate federal agencies or national associations.

11. To produce and/or provide access to union lists, cumulative indices, directories, and other bibliographic tools to facilitate rapid identification, access, and referral.

12. To coordinate and assist in developing computer support for individual or cooperative library processing or information retrieval.

13. To demonstrate low-cost communications systems between and among Texas libraries and information centers.

14. To support or conduct research, development, and evaluation in areas of statewide or interstate concern, and to disseminate information relating to those areas of concern.

(Sub-objectives 2 - 9 are adaptations from the National Commission on Library and Information Science's National Program, Second Draft, Revised, pages 95-96, September 15, 1974, Washington, D.C.)

15. To provide information to the public about cooperative networks of libraries, which provide for the systematic and effective coordination of the resources of the school, public, academic, and special libraries and information centers for improved supplementary services for the special clientele served by each type of library or center.

Rather than providing continuing operational funds, the intent of Title III is to encourage demonstrations of multitype library cooperation. Demonstration grant evaluation criteria are listed below:

1. Needs

Documentation of need and inadqueacy or present service to respond to the need

Points

a. + 1 description of need
b. + 1 explanation of inadequacy of current resources
c. + 1 explanation of how these needs and resources were assessed
d. description of how the proposed program will help solve the problem
e. + 1 evidence of consideration of alternative solutions, and the basis for their rejection

2. Purpose

a. + 2 clear statement of purpose for proposed program
b. +1 - +10 relevance of proposal to Title III purposes
c. + 2 program objectives clearly related to the identified needs
d. + 2 methods for meeting objectives clearly stated and feasible
e. + 2 additional advantages of proposed program

3. Scope

a. + 2 clear statement of which libraries/service agencies are to be involved and how. If applicable, a statement of which and how many persons are to be targeted for service
b. +1 - + 3 How good is the potential for utilizing project results in other projects? (+1 fair, +2 good, +3 excellent)

c. +2 - +10 What is the relationship of the project to other library developments? Priority in scope will be given in the following order: 10 statewide
8 intersystem
6 regional (system)
4 subregional
2 local

d. +2 - + 6 How significant is the project concept for library development in Texas?
(+2 fairly important, +4 very important, +6 crucial)

e. + 6 Is the project concept innovative

4. Budget

a. + 4 appropriate and justified
b. + 4 local in-kind or cash support documented
c. + 4 cost is appropriate to amounts of service outputs

5. Staffing

a. + 4 project manager already designated and well qualified
b. + 3 project staffing appropriate

6. Plan of Operation

a. + 3 a timeline specifying when critical events must be completed and their relationship
b. + 2 an organization chart or narrative that describes relationship of project staff to one another and to library management structure
c. + 2 a description of facilities, equipment, and/or library materials needed for the project and method of procurement: in-kind contribution, lease or purchase
d. + 2 a monthly schedule of Requests for Funds from the Texas State Library
e. + 3 a description of the method of reporting project status to governing authority

7. Plan for Evaluation

a. + 3 measurable objectives
b. + 2 methods of collecting performance data reasonable and adequate

8. Publicity Plan

+ 2 adequate plan for publicizing the results of the project

9. Other

Consideration will be given to funding a diversity of library projects

Points

+1 - +12

ADMINISTRATIVE POLICIES FOR TITLE III

A. Interest earned on LSCA funds at the subgrantee level after September 1, 1978 shall be refunded to the Federal Government. Prior to this date subgrants were made without specific provisions regarding interest on subgrants. On February 13, 1978, a clarification of applicable Federal Regulations was received from the Regional Program Officer for LSCA. September 1 is the earliest feasible date to implement this policy.

B. Refunds from subgrants that had been previously encumbered and reported to the Federal Government as encumbered are retained at the State Library for use in authorized programs. These refunds follow audits of subgrants and occur after the end of the fiscal year following the fiscal year of the original appropriation. Funds that were not obligated as of the end of the fiscal year following the fiscal year of original appropriation are refunded to the Federal Government.

C. Costs applicable to major resource system grants shall follow the general principles established in Federal Management Circular 74-4, July 18, 1974, with the following modifications:

   1. indirect costs (allocated overhead) may not exceed five percent (5%) of the total direct expenses incurred under the grant.

   2. if a subgrantee has an indirect cost allocation plan currently in effect with a federal agency, that rate when applied, may not exceed five percent (5%) of the total direct expenses incurred under the grant.

   3. if there is no cost allocation plan currently in effect, the subgrantee may claim ten percent of direct salaries (excluding fringe benefits, overtime, holiday premiums) if that amount does not exceed five percent (5%) of the total direct expenses incurred under the grant.

   4. depreciation and use charges for the use of buildings or capital improvements, library materials, and equipment may only be included as indirect costs.

D. A factor in the determination of grant awards will be the performance of the applicant on past, state-funded, Title I and Title III grant programs, as measured by timely and complete adherence to all contractual requirements, fiscal and programmatic.

E. Public libraries participating in Title III projects must be qualified as members in the Texas Library System.